



BRIDGING CULTURES  
COMMUNITIES & GENERATIONS

- CISC, a non-profit organization, helps immigrants throughout King County achieve success by providing information, referral, advocacy, social, and support services.

## **JOB ANNOUNCEMENT**

**TITLE: Community Advocate (Bilingual in Chinese)**

**REPORTS TO:** Elderly Program Director or other assigned senior staff

**HOURS:** Full time, Monday – Friday, 1.00 FTE, Non-Exempt Position

**PAY RANGE:** \$27.00 - \$29.00 per hour

**ABOUT:** CISC is a non-profit organization, founded in 1972, that supports immigrants and their families by creating opportunities for them to succeed, while honoring their heritage. We provide youth, family, and senior services including preschool, after-school, ESL/naturalization, in-home care case management, and healthcare navigation programs. We serve immigrants who speak Cantonese, Mandarin, Russian, Vietnamese, Spanish and additional languages at our office locations and numerous community-based sites throughout King County, Washington.

Our core values are Community, Compassion, Empowerment, Equity, and Inclusion. Read more about our core values, Land Acknowledgement, and equity statement at [cisc-seattle.org/about-us](http://cisc-seattle.org/about-us).

The Community Advocate is responsible for providing on-site social services and community-based support at designated outreach locations throughout King County. This position is fully onsite and will spend their time primarily at outreach site locations with the remaining time at the Chinatown International District office, regular travel between outreach sites is required.

The Community Advocate serves as a front-door access point for community members seeking assistance and is responsible for developing and expanding outreach sites across King County. The position provides direct information, assistance, and service navigation to clients accessing community resources, including but not limited to healthcare options, housing applications, financial assistance programs, and long-term care services.

The Community Advocate connects eligible clients to other programs within CISC such as Family Caregiver Support, long-term care services, and WA Cares Fund benefits. The position reports directly to the Elderly Program Director.

### **JOB DUTIES:**

#### **Direct Client Services**

- Provide on-site Information & Assistance (I&A) services at assigned outreach locations.
- Assist clients with accessing and completing applications for:
  - Healthcare coverage and options
  - Housing programs and housing applications
  - Financial assistance and public benefits
  - Long-term care services
- Serve as the initial access point to connect clients to internal programs including:
  - Family Caregiver Support Program (FCSP)
  - Long-term care case management
  - WA Cares benefits
- Conduct intake screenings and provide referrals to appropriate internal and external services.



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- Provide culturally and linguistically appropriate services to diverse communities.

### **Outreach Site Development & Community Engagement**

- Develop and expand outreach service sites throughout King County.
- Identify potential community partners and establish sustainable outreach relationships.
- Maintain strong working relationships with existing outreach sites and community partners.
- Participate in networking meetings, collaborative initiatives, and community events.
- Represent the agency at community-based meetings, advisory boards, and outreach events as assigned.
- Seek Program Director approval prior to establishing new formal partnerships or outreach agreements.

### **Program Coordination & Reporting**

- Prepare and submit monthly outreach activity reports to the Program Director.
- Develop a monthly outreach plan and site schedule.
- Collaborate with internal program coordinators to ensure effective referrals and service integration.
- Participate in program meetings and team case consultations.
- Track outreach data and client service outcomes as required

### **Other Duties**

- Support workshops, educational presentations, and community resource fairs as needed.
- Perform other duties as assigned by the Elderly Program Director.

### **QUALIFICATIONS:**

- Bachelor's degree required, preferably in Social Work, Human Services, Public Health, or a related field
- A minimum of two (2) years of relevant experience in community outreach, social services, case management, or resource navigation required.
- Fluency in Chinese (written) and ability to speak both Cantonese and Mandarin is required.
- Demonstrated experience working with older adults, caregivers, or underserved communities.
- Ability to provide culturally and linguistically appropriate services to diverse populations.
- Strong knowledge of community resources including healthcare access, housing programs, public benefits, and long-term care services.
- Ability to conduct intake assessments, complete applications, and provide accurate referrals.
- Strong interpersonal, communication, and organizational skills.
- Ability to work independently in community-based outreach settings.
- Proficiency in Microsoft Office and basic data entry/documentation systems.
- Ability to travel regularly to outreach sites throughout King County.
- Valid driver's license, auto insurance and access to personal vehicle
- Employees must reside in Washington state and be within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

### **BENEFITS:**

- Health Insurance (Medical, Dental, and Vision)
- Flexible Spending Arrangement plan



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- Life insurance
- Accrue up to 8 hours paid sick leave per month
- Accrue up to 8 hours paid vacation per month
- Accrue up to 3 paid floating holidays annually
- 11 paid holidays annually
- 401k Retirement plan (with employer discretionary contribution + matching contribution)
- Transportation stipend (available for staff required to work at the Seattle office location)

**LOCATION:**

CISC Office  
611 South Lane Street  
Seattle, WA 98104

**APPLICATION:**

Submit resume and cover letter to: CISC  
Attn: Human Resources  
611 South Lane Street  
Seattle, WA 98104

Or email resume and cover letter to: [jobs@cisc-seattle.org](mailto:jobs@cisc-seattle.org)

**CLOSING DATE:**

**Open till position filled**

**CISC is an Equal Opportunity Employer**

*CISC is an Equal Opportunity Employer and dedicated to a policy of non-discrimination in employment on any basis including race, color, creed, citizenship status, national origin, ancestry, gender, genetic information, sexual orientation, gender expression or identity, age, religion, pregnancy or pregnancy-related condition, physical or mental disability, marital status, veteran status, political affiliation, or any other characteristic protected by law. Reasonable accommodation will be provided for persons with disabilities.*