



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: Russian Speaking Senior Day Program Assistant (Bilingual in Russian/Ukrainian)

REPORTS TO: Senior Center Director (or assigned staff)

HOURS: Part time, Non Exempt Position, 20 hours per week

PAY RANGE: \$23.50 - \$25.50 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.

The Russian Speaking Senior Day (RSSD) Program has been serving the Russian speaking senior communities in East King County since 2020. The RSSD program creates community and connection for isolated Russian-speaking seniors through culturally and linguistically reflective programming around: 1) healthy aging, 2) socialization with a group of their peers, 3) interactive cultural activities and events, and 4) connections and referrals to community resources and programs. The RSSD program assistant is responsible for organizing and implementing various activities for the program, in multiple outreach collaborative sites, such as Bellevue, Kirkland and Redmond. Experience in working with low-income and/or limited or non-English speaking immigrant and elderly populations in Seattle/King County is required. Regular senior center schedule is Tuesday, Friday 8:30 am to 5:00 pm, Wednesday 12 pm – 4 pm, subject to change to meet the needs of the participants. Perform outreach to collaborative sites in King County are required to promote and conduct activities for RSSD program participants.

JOB DUTIES:

The Program Assistant is responsible for the following through teamwork and under the supervision of the Senior Center Supervisor:

- Plan and implement activities at multiple sites, including preparing the activity schedule, and monitoring the progress of the activities and/or classes
- Act as a liaison between volunteers and RSSD program
- Promote and provide registration for RSSD activities and services
- Update and maintain the database of demographic information of participants and volunteers
- Collect feedback and opinions and explore resources to fit the needs of the participants
- Complete monthly activity and ledger report
- Lead outdoor activities together with the other RSSD staff or independently if needed
- Conduct activities or services at collaborative sites in King County
- Other duties as assigned



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JOB REQUIREMENT:

- Completion of CPR training is required

QUALIFICATIONS:

- Bachelor's degree in human services/social work/behavioral science (preferred) OR High School Diploma with three or more years of public services work experience.
- Fluency in English, Russian and Ukrainian is required.
- Valid Washington State driver's license, auto insurance and access to vehicle for outreach
- Basic knowledge of state and federal public assistance programs
- Excellent customer service skills and some social service experience
- Proficiency in use of Microsoft Office (Word/Excel/Access/Publisher), the Internet for research and accessing services, and other relevant tools for e-mail and data entry.
- Energetic, outgoing, and a good team player with keen interest in working with seniors in a group setting.
- Employees must reside in Washington state and be within a reasonable distance of their King County worksite to respond to workplace reporting requirements.

BENEFITS:

- Accrue up to 4 hours paid sick leave per month
- Accrue up to 4 hours paid vacation per month
- Accrue up to 3 paid floating holidays annually (prorated)
- Up to 11 paid holidays annually (prorated)
- 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

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.