



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: Program Assistant – Family Caregiver Support Program

REPORTS TO: Program Lead

HOURS: Full-time Monday – Friday, Non-Exempt position

PAY RANGE: \$23.50 per hour - \$25.50 per hour (depending on experience)

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.

JOB SUMMARY: The **Program Assistant** supports the Family Caregiver Support Program team and reports to the Program Lead. Primary duty is to assist the Program Supervisor and senior team members in providing professional support to informal and non-paid English and Chinese speaking family caregivers who take care of their elder parents or relatives in the Seattle/King County area.

JOB DUTIES:

- Conduct TCARE assessment to determine the needs of the targeted population, develop appropriate service plan and monitor service coordination under close supervision of the Program Lead
- Assist the Program Lead in conducting structured activities including support groups in the Family Caregiver Resource Center
- Support community outreach efforts by engaging local organizations to promote the program and identify targeted populations through public workshops, focus groups, and resource fairs.
- Provide individualized support to caregivers through I&A, consultation, and referral, etc.
- Maintain accurate record of client database and services tracking
- Prepare monthly report in accordance with the requirement of the program
- Other duties as assigned

TRAINING REQUIREMENT:

- This position requires successful completion of TCARE assessor, CLC GetCare training and the licensing and/or certification of evident-based caregivers support training, such as Powerful Tools for Caregivers, Healthy Steps, CDSMP, etc. within a reasonable time frame

QUALIFICATIONS:

- Bachelor's degree in social work or related human services field with some social service experiences preferred.
- Demonstrate multitasking and detail-oriented skills, with a passion for supporting family caregivers, older adults, and immigrant communities through culturally responsive services.
- Familiarity with state and federal long-term care and public assistance programs



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- Fluent in English with bilingual proficiency in Chinese (Cantonese and/or Mandarin)
- Employee must have access to a vehicle to travel locally within Seattle/King County for home visits, community events and training. If using a personal vehicle, must have valid driver's license and current auto insurance.
- Competency in use of Microsoft Office (Word/Excel/Access/Publisher), Salesforce, Internet for research and accessing services, and other relevant tools for e-mail and data entry.
- 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
- 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)

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 until 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.