



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 Liaison for the Family Support and Connection Program (Bilingual in Chinese)

REPORTS TO: FSC Program Coordinator

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

PAY RANGE: \$24.31 - \$26.25 per hour

SUPERVISORY RESPONSIBILITIES: None

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 Acknowledgment, and equity statement at cisc-seattle.org/about-us.

JOB SUMMARY:

The Community Liaison provides home visits and ongoing support to parents and caregivers participating in the Family Support and Connection (FSC) Program, a new home-visiting initiative designed to serve approximately 50 Chinese speaking families each year. The program takes a whole-family approach, supporting children ages 0–5, along with their parents and other caregivers.

Through regular engagement, the Community Liaison offers emotional support, helps strengthen caregivers' knowledge and skills related to child development, reduces family isolation, and builds families' coping skills. The role also supports bicultural development by integrating families' cultural strengths into services.

All services are delivered with deep respect for each family's home language, culture, and values, ensuring that support is culturally responsive, accessible, and tailored to each family's unique needs.

JOB DUTIES:

- Visit assigned families one to three times a month, depending on the needs of the child and family.
- Promote positive parenting practices, build trusting, non-judgmental relationships with families, and encourage parents as their child's first and best teacher.
- Follow up with parents/caregivers about ongoing issues and concerns, and provide additional information, resources, assistance, and referral
- Assist in planning and facilitating workshops and activities
- Assist in family recruitment and enrollment
- Complete weekly paperwork, prepare written anecdotal reports for each home visit, and conduct regular child development screenings.
- Work independently and maintain a schedule for home visits
- Attend mandatory weekly supervisory sessions, ongoing training, and staff meetings to refine program implementation strategies



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- Perform other duties as assigned

QUALIFICATIONS:

- High School Diploma or equivalent; Associate's or Bachelor's degree in Early Childhood Education, Child Development, or a related field preferred
- Minimum 2 years of experience working with young children (toddlers) and families in a community-based or educational setting
- Understanding of issues specific to Asian immigrant communities, especially related to early childhood and families
- Skilled at building relationships with individuals and families while maintaining appropriate boundaries, respecting family choice, and having cultural competency
- Valid Washington driver's license, own car and auto insurance required.
- Bilingual ability in English and Chinese (Cantonese and Mandarin), Taishanese is a plus.
- 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 of paid sick leave per month
- Accrue up to 8 hours of 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)

LOCATION:

CISC Renton Office
725 Powell Ave. SW #100
Renton, WA 98057

APPLICATION:

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

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.