



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 Child Care Health Consultation Program

REPORTS TO: CCHC Program Coordinator

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

PAY RANGE: \$23.75 - \$26.75 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 Acknowledgement, and equity statement at cisc-seattle.org/about-us.

JOB SUMMARY:

The **Community Liaison** provides home visits and support for the Family, Friend, and Neighbor (FFN) Caregivers for the Child Care Health Consultation Program, a program with the goals of supporting Chinese and Vietnamese FFN caregivers to provide a nurturing, healthy and supportive environment and strong early learning foundation for the children in their care. FFN caregivers are grandparents, aunts and uncles, other elders, older siblings, friends, and neighbors who help families care for their children on an informal basis. Ensure the program is delivered with respect to each family's home language, culture, values and supporting FFN caregivers.

JOB DUTIES:

- Visit assigned families one to three times a month, depending on the needs of the caregiver, child and family.
- Further develop and strengthen childcare skills through on-going training, and model newly learned skills for caregivers to practice and reinforce in their daily interactions with children.
- Follow-up with caregivers about on-going issues and concerns, and provide additional information, resources assistance and referral
- Provide developmental screenings and assessments
- Write anecdotal descriptions (reports) of home visits
- Work closely with supervisors to recruit, interview and select families for home visits
- Maintain accurate and complete records for families
- Work independently and maintain schedule for home visits
- Attend weekly program meetings and other CCHC required meetings/trainings as scheduled
- Plan, organize, and facilitate activities and events for FFN caregivers, children, and families
- Perform other duties as assigned

QUALIFICATIONS:

- Experience working with immigrant families and young children.

CISC | BRIDGING CULTURES COMMUNITIES & GENERATIONS

- Understanding of issues specific to Asian immigrant communities, especially related to early childhood and families.
- Skilled at relationship building with individuals and families while maintaining appropriate boundaries, respecting family choice, and having cultural competency.
- Basic knowledge of child development and interest in working with children and FFN caregivers.
- 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 of 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)

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.