CISC | 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: Early Learning Specialist (Bilingual Chinese) for Parent-Child+

REPORTS TO: Parent-Child+ Supervisor
HOURS: Monday – Friday 8:30 am – 5:00 pm, 40 hours per week, non-exempt position. This position is expected to end June 30th, 2027.
PAY RANGE: $22.00 - $24.32 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 Chinese, Russian, Latino, Vietnamese and other immigrant communities 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 **Early Learning Specialist** will provide home visits for the Parent-Child Home Program, a national program with the goals of supporting parents of 2-3 year olds, by increasing parent-child interaction, promoting child pro-social-emotional behavior and advancing pre-literacy skills. Build strong relationships with families, creating a welcoming and trusting environment to best support the parent while modeling important skills. Ensure the program is delivered with respect to each family's home language, culture, values and supporting parents as first teachers.

JOB DUTIES:

- Visit assigned families twice a week, for thirty minutes each visit (either in person or virtually).
- Utilize weekly book or toy at the home visits to model to parents how to use materials to enhance, play, language, and all interactions for the purpose of supporting positive child development and strong parent-child relationships.
- Model for the parent how to respond appropriately to the behavior of two and three-year-old children. Encourage parents to realize their role as the child's first and most important teacher. Supports a family's full involvement in the program.
- Work closely with supervisors to support families (such as making referrals).
- Complete required assessments of children and parents.
- Maintain accurate and complete records of visits for families on a timely matter.
- Work independently and maintain schedule for home visits.
- Attend weekly program meetings and other ParentChild+ required meetings/trainings/conferences as scheduled.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bilingual ability in Cantonese, Mandarin and English.

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- Experience working with families and young children in a multi-cultural setting.
- Understanding of issues specific to Asian low-income 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 cultural competency.
- Valid Washington state driver's license, own car and auto insurance required.
- 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)

LOCATION:
CISC-Renton
725 Powell Ave SW Ste.100
Renton, WA 98057

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.