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 Child Care Health Consultation Program

REPORTS TO: CCHC Program Coordinator
HOURS: Part-time Monday – Friday (20 hours/week), Non-Exempt position
STARTING PAY: $19.00 per hour (depending on experience)
BENEFITS: vacation & sick leave

JOB SUMMARY: 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.

Full-Time positions within the Family and Youth Program. To provide home visits and support for the FFN Caregivers for the Child Care Health Consultation Program, a brand new program with the goals of supporting 90 Chinese and Vietnamese FFN caregivers per year 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 take care of 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 reinforce, practice and model skills introduced earlier in the month at our Caregiver Workshops.
• Follow-up with caregivers about on-going issues and concerns, and provide additional information, resources, assistance and referral.
• Assist in planning and facilitating in monthly workshop.
• 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.
• Perform other duties as assigned.

QUALIFICATIONS:
• Experience working with immigrant families and young children.
• 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 Vietnamese and English.

COVID-19 VACCINATION REQUIREMENT:
Beginning on December 5, 2021, all CISC employees will be required to be fully vaccinated against COVID-19. **Upon hire, you will be required to submit proof of vaccination.** People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation in accordance with applicable laws.

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 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.