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 – Community Living Connections (Information & Assistance)

REPORTS TO: CLC Program Supervisor
HOURS: Full-time Monday – Friday
FLSA STATUS: Non-Exempt position
STARTING PAY: $21.00 per hour (depending on experience)
BENEFITS: Medical, dental, vision, 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.

The Program Assistant will provide support service which is primarily targeted at ethnic Asian minority groups, under close supervision of the program supervisor. Experience in working with low-income and/or limited or non-English speaking immigrant families, disabled adult and elderly in Seattle/King County highly desirable. Extensive outreach (50%) to collaborative sites, such as senior buildings and community centers is required.

JOB DUTIES:
- Provide information and direct assistance such as translation, interpretation, clerical assistance and/or advocacy to clients to access community and government resources and/or related programs under the supervision of senior program staff or supervisor
- Assist in conducting and scheduling public information and education workshops and events in collaborative sites
- Prepare flyers, activities calendar and outreach materials for the program
- Update and maintain client data tracking record and compile data for monthly reporting
- Other duties as assigned

QUALIFICATIONS:
- Basic knowledge of state and Federal public assistance programs.
- Excellent customer service skills and some social service experience.
- Bachelor’s degree in social service or related human services field preferable.
- Fluent in English and Chinese (Cantonese and/or Mandarin). Ability to read and write Chinese is a must.
- Valid Washington State driver’s license, access to private transportation, and auto insurance.
- Proficiency in MS office and Chinese typesetting preferred.
- Empathetic, patient, outgoing and a team player.

JOB REQUIREMENT:
- Must have access to private transportation for outreach activities
- Attend recommended training and obtain certification such as ACA In-Person Assister (within 6 months) and AIRS certification (within 2 years)
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
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.