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 Specialist – Community Living Connections (Information & Assistance)

REPORTS TO: Program Supervisor
HOURS: Full-time Monday – Friday, non-exempt position
STARTING PAY: $23.00 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, and other immigrant communities at our office locations and numerous community-based sites throughout King County, Washington.

The CLC Program Specialist is responsible for providing information and direct assistance to support the independence of low-income and/or non-English speaking/limited-English speaking elderly and disabled adults in Seattle/King County, through on-site and outreach activities. Occasional out of regular service hours to attend program meetings or events is required.

JOB DUTIES:

- Provide information and direct assistance through crisis intervention and other support such as translation, interpretation, clerical assistance and/or advocacy to clients to access resources and programs available from the City, State and Federal government
- Conduct initial psycho-social and economic assessments at first contact
- Provide supportive counseling to clients on individual or family issues
- Conduct public resources workshops to the community
- Make appropriate referrals to and follow-up with community partners for further assistance to clients
- Prepare monthly reports of required client data and
- Provide technical support to junior program staff
- Other duties assigned

JOB REQUIREMENTS:

- Agree to take and maintain ACA and CIRS-A/D training and certification
- WA state driver’s license, auto insurance and access to personal use vehicle for occasional outreach activities
- Successfully cleared from annual criminal history background check

QUALIFICATIONS:

- Bachelor’s degree in social work or related human services field with two years of social service experiences preferred
- Working experience in providing direct services, counseling, and service coordination to ethnic Chinese elderly and disabled adults.
- Knowledge about the public assistance system on the State and Federal levels and community resources in the Seattle/King County area.
• Interested in working with vulnerable population with patience and caring attitude
• Fluent in English and Chinese (Cantonese and Mandarin). Ability to read and write Chinese a plus.
• Valid Washington State driver’s license, own car, and auto insurance.
• Employee must have access to a vehicle or reliable transportation to fulfill job duties. If using a personal vehicle, must have valid driver’s license and current auto insurance.
• Proficiency in using computer and information technology in daily work.

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
Qualified applicants receive consideration for employment without discrimination because of age, color, creed, disability, gender identity, marital status, national origin, race, religion, sex, sexual orientation, military or veteran status. Reasonable accommodation will be provided for persons with disabilities.