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 – Family Caregiver Support Program

REPORTS TO: Family Caregiver Support Program Lead
HOURS: Full-time Monday – Friday, 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, and other immigrant communities at our office locations and numerous community-based sites throughout King County, Washington.

The Program Assistant supports the Family Caregiver Support Program team and reports to the Program Coordinator. Primary duty is to assist the Program Coordinator and senior team members in providing professional support to informal and non-paid ethnic Chinese family caregivers who take care of their elder parents or relatives in the Seattle/King County area.

JOB DUTIES:
- Provide assistance in conducting outreach activities to community groups to promote the program and identify potential targeted population through public workshops, focus groups and resource fairs
- Assist the Program Coordinator in conducting structured activities including support groups in the Family Caregiver Resource Center
- Conduct TCARE assessment to determine the needs of the targeted population, develop appropriate service plan and monitor service coordination under close supervision of the Program Coordinator
- Provide individualized support to caregivers through I&A, consultation, and referral, etc.
- Maintain accurate record of client database and services tracking
- Prepare monthly report in accordance with the requirement of the program
- Other duties as assigned

TRAINING REQUIREMENT:
- This position requires successful completion of TCARE assessor training and the licensing and/or certification of evident-based caregivers support training, such as Powerful Tools for Caregivers, Healthy Steps, CDSMP, etc. within a reasonable time frame

QUALIFICATIONS:
- Bachelor’s degree in social work or related human services field with some social service experiences preferred. Substantial and proven direct service experience may substitute academic qualification.
- Familiarity with state and federal long-term care and public assistance programs
- Bilingual in English and Chinese (Mandarin and Cantonese). Ability to read and write Chinese is a must.
- 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.
• Competency in use of Microsoft Office (Word/Excel/Access/Publisher), the Internet for research and accessing services, and other relevant tools for e-mail and data entry.

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.