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 (Chinese)- Family Caregiver Support Program

REPORTS TO: Family Caregiver Support Program Lead
HOURS: Full-time Monday – Friday, non-exempt position
STARTING PAY: $23.00 per hour (depending on experience)
BENEFITS: Medical, dental, vision, vacation & sick leave
SIGN-ON BONUS: New $3000 Sign-On Bonus for eligible new hires

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 Family Caregiver Support Program Specialist provides professional support to informal and non-paid ethnic minority family caregivers, mainly Chinese, who take care of their elder parents or relatives in Seattle/King County region. Extensive outreach and home visit are necessary.

JOB DUTIES:
• Assist the Program Supervisor or Lead Worker in the implementation of the program activities and outreach strategy through coordinated team effort and approach
• Outreach to community groups to promote the program and identify potential family caregivers through public workshops, training and resource fair
• Coordinate and facilitate structured activities including support group
• Provide ongoing support, consultation and assistance to caregivers and recipients
• Conduct GetCare/TCARE/ screening, assessment and reassessment to determine the needs of the caregiver, develop appropriate service plan and connect caregiver with support service such as Respite
• Attend quarterly network meeting
• Maintain accurate record of client database, services tracking and case notes in a timely manner
• Other duties as assigned

TRAINING REQUIREMENT: The position requires successful completion of GetCare/TCARE assessor training and the licensing and/or certification of evident-based caregivers support training such as Powerful Tools for Caregivers, CDSMP, etc. within reasonable time frame. GetCare/TCARE assessor certification must remain active throughout the course of employment.

QUALIFICATIONS:
• Familiarity with state and federal long-term care and public assistance programs
• Bachelor degree in social work or related human services field with two years of social service experiences preferred. Substantial and proven years of related work experience might substitute academic requirement.
• Bilingual in English and Chinese (Cantonese and Mandarin)
• Valid Washington State driver’s license, have access to personal use vehicle for outreach and home visits, and
current auto insurance
- Proficiency in the use of MS applications such as Words, Excel, Publisher and Access and information technology in daily works.

**DESIRED SKILLS AND ABILITIES:**
- Well known and connected with the Asian community
- Extensive connection with local providers and resources in the community
- A good team player and yet able to work independently and under pressure
- Outgoing, target-oriented and detail oriented

**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.*