CISC, a non-profit organization, helps immigrants throughout King County achieve success by providing information, referral, advocacy, social, and support services.

JOB ANNOUNCEMENT

TITLE: Family Support Worker

REPORTS TO: Family Resource Center Program Director
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, Vietnamese and other immigrant communities at our office locations and numerous community-based sites throughout King County, Washington.

CISC is seeking a full-time Family Support Worker for South King County Family Resource Center. Guided by the Family Support Principles, the Family Support Worker is required to work as a team on connecting people to the communities, strengthening family self-sufficiency and supporting early-learning and youth development. Daily activities included but not limited to provide resource and direct assistance to immigrant families and individuals, promote civic engagement through collaboration with other organization and government agencies, assist planning and facilitating various community events. This position reports to the South King Family Center Coordinator.

JOB DUTIES:
• Assist families and individuals in accessing appropriate services including navigating through service systems, completing application forms, and providing interpretation and translation for clients as needed and coordinates referrals to services at CISC and other community service agencies.
• Conduct outreach to Non-English speaking immigrant communities, including creating program material and press releases in various languages.
• Publicize and facilitate activities and educational workshops that support families, strengthen their ability to address school and other community issues affecting them.
• Maintain an effective system of communication with program partners and families in order to address issues affecting families and engaging them in being resources to other families.
• Maintain and update documentation and records of contacts with students, families, agencies and public. Collect, enter and compile data for reporting and program evaluation.
• Assist in recruiting and supervising volunteers to support center operations.
• Attends meetings and in-service trainings and perform other duties as assigned by supervisor.
• Provide support for programs and activities at family center.
• Other duties assigned.

QUALIFICATIONS:
• BA/BS degree in psychology, social work, education or related social service field, or A.A. degree in social science, education or related field with at least two (2) years of work or volunteer experience in human service, educational or community based programs.
• Experience and demonstrated ability in providing direct services to Non-English speaking families and modeling positive interaction with children and parents.
• Knowledge of community resources in King County that will assist immigrant families.
• Experience in planning and organizing activities.
• Conduct outreach activities to Non-English speaking immigrant and refugee communities.
• Understanding of Family Support Principles
• Relate and work effectively with students, parents, staff, social service agencies, and the public.
• Good written and verbal communication skills.
• Experience in community outreach and collaboration.
• Good organizational skills and detail-oriented demonstrating the ability to manage multiple tasks.
• Must be able to speak, read and write Chinese and English.
• Valid Washington State driver’s license, own car and auto insurance.

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.