



Asian Services In Action, Inc.

Position Available: **Program Coordinator (Cantonese or Fujinese Speaking)**
Location: **Cleveland, Ohio**

Pay Rate: **30-40 hours/week, great benefits (pro-rated), salary based on qualifications**

The Self-Sufficiency/Senior Services Department offers services to help needy individuals and families who are mostly immigrants and refugees and are limited English speaking living in Cuyahoga County. The Department provides employment services, job skills training, vocational ESL, life skills, assist individuals to access public benefits. In addition, the Department is responsible for congregate meal, socialization, and transportation services of older adults.

Position Description: Under the supervision of the Manager of Self-Sufficiency/Senior Services, the Program Coordinator is responsible for conducting the employment needs assessment of each enrolled participant, develop an individualized plan of action for self sufficiency and assist in addressing employment needs. The basic responsibilities of the Program Coordinator include the following:

- Conduct an employability needs assessment to determine basic needs and level of acculturation
- Develop an individualized employment plan for self sufficiency.
- Identify and connect community and employment resources to support participant's and family's employment, acculturation and self -sufficiency needs.
- Assist individuals to access and remove barriers to public benefits.
- Provide ongoing case management services to program participants and their families
- Coordinate and supervise program activities, events and workshops as assigned
- Attend all ASIA staff meetings.
- Other duties as assigned

Minimum Qualifications:

- Bachelor's degree in social work with experience or a master's degree in public administration, nonprofit management or social work.
- Experience in case management or social services
- Experience with and knowledge of the Asian communities is a must.
- Excellent written and verbal use of the English language.
- Must be bilingual in Cantonese or Fujinese

General Information

30 to 40 hours per week (varies based on need; benefits are available based on hours worked). The position offers great potential for growth and long-term, full-time employment opportunity. Benefits include health insurance allowance, retirement, paid vacation, holidays and personal days, opportunities for training and promotion.

For further information, you may email your resume and coverletter to:
Susan Wong, Manager (susan.wong@asiainc-ohio.org). No calls please.