



Position Available: **Youth Educator of Child, Youth, and Family Department**
Location: **Akron, Ohio**
Pay Rate: **Negotiable** (based on qualifications) (.75 - 1.0 FTE)

Asian Services In Action (ASIA) is a growing non-profit multi-service agency with two sites (Akron and Cleveland) serving predominantly low-income, underserved, limited English-speaking Asian American and Pacific Islander (AAPI) immigrant and refugee populations of all ages. Our mission is to empower AAPIs in Northeast Ohio to enhance their well-being, build their communities and to improve their self-sufficiency through culturally and linguistically relevant information and services.

ASIA is offering a part-time and possible full-time position for a flexible, energetic individual to work as a youth educator for the Child, Youth, and Family (CYF) services department. The CYF department seeks to provide developmentally-appropriate prevention, crisis support, and advocacy services from birth to adulthood. Utilizing the Parents as Teachers curriculum to provide youth development for children 0-5 years, educator will prepare children of refugee and immigrant families for kindergarten readiness. Programming addresses the specific problem/population of low development of English language proficiency skills for refugee children learning English where English is not their primary language. Continuous education will be provided through the Lifeskills and Real Deal about Stress curriculum for refugee and immigrant high school age youth in preparation for career readiness. Educator will work alongside the READY (Readiness through Expanded Acculturation Development of Immigrant and Refugee Preschool Youth) program and the International Community Empowerment Project (ICEP).

The duties for the program assistant position is described below.

Duties and Responsibilities:

- Home visits, providing PAT curriculum lessons to child and parent.
- Coordinate with an interpreter who may interpret at meetings and/or schedule families to come to meetings.
- Facilitate parent family groups as they learn and navigate community outreach events.
- Track and input data into software provided by funders (ie. academic grades, attendance, assessments).
- Identify and attend community cultural events to provide resources and information.
- Keep track of participant and attendance records and provide timely activity reports to the supervisor.
- Maintain and file case notes required for each family/case.
- Implement assessment tools as required.
- Develop, adjust, and administer Project Success/REAL DEAL About Stress curriculum for North High School “in”-school session and “after” school.
- Collaborate with Project Success consultant on program suggestions/implementation.
- Collaborate with communities to provide services to programming such as speakers, community partners, etc.
- Provide services, which include alternatives, information dissemination, community based, and education to clients/consumers. Work with partners to provide PIR (Problem ID and Referral) services.

- Attend certification trainings related to curriculum (week-long, overnight, out of state trainings as well as local trainings with OH that can be overnight) and additional trainings to maintain certifications.
- Attend monthly office and quarterly meetings.
- Other duties as assigned by the supervisor.

Reports to:

- Kelly Le, ICEP Senior Coordinator
- Melissa Gilchrist, READY Coordinator

Qualifications:

- High School graduated or GED above, Associated Degree Preferred
- Proficiency with Microsoft Office programs
- Strong customer service and program coordination skills
- Must enjoy working with youth
- Good interpersonal skills and ability to interact with diverse population/personalities.
- Resourceful and flexible
- Available to work evenings and weekends as needed
- Oral communication skills
- Ability to set priorities and meet deadlines.
- Ability to work well autonomously and in a team.
- A strong interest in Asian American community and human services a plus.
- Asian language proficiency a plus
- Access to transportation with valid driver's license required.
- RA and/or OCPSA Certification (will train candidate)

General Information

Please email resume and cover letter to Mao Vue, COO, mvue@asiaohio.org. NO PHONE CALLS.