

370 East Market Street
Akron, Ohio 44304
330-535-3263



3631 Perkins Ave, Ste 2A-W
Cleveland, Ohio 44114
216-881-0330

Position Available: **ICEP Program Educator**
Department: Child, Youth, and Family Services
Location: Akron, Ohio
Schedule: .75 – 1.0 FTE, non-exempt position
Travel: Akron office and frequent travel to and from program site location

SUMMARY

Asian Services in Action (ASIA) is seeking a skilled and committed professional for a full-time position to work with the International Community Empowerment Project (ICEP). The ICEP program is an in-school, after-school, and summer program providing academic support, prevention, acculturation, and holistic enrichment to refugee and immigrant youth. ICEP is currently in Akron Public Schools and Cuyahoga Falls City School District.

DUTIES AND RESPONSIBILITIES

Program Duties

- Acts as a lead staff/contact for an ICEP program site(s);
- Teach and oversee ASIA's curriculum in after-school and in-school programming;
- Transport students in company van;
- Communicate with school staff and other entities as necessary;
- Be a liaison with parents/caretakers to advocate for students;

Reporting Duties

- Perform case management duties, such as gathering data and tracking attendance;
- Keep record of programming using service activity logs;
- Provide timely activity reports to the supervisor;
- Make referrals as necessary;

Asia Organizational Tasks

- Complete and maintain prevention licensure;
- Identify and attend community cultural events to market, advertise, and promote ASIA programs;
- Attend trainings/workshops/conferences, as needed;
- Attend ASIA's office meetings;
- Other duties as assigned by supervisor;

QUALIFICATIONS

- Must enjoy working with youth;
- Background check required;
- Access to transportation with a valid driver's license and good driving record required;
- Prevention Certification Required: Registered Applicant and/or OCPSA Certification (will train);
- Good interpersonal skills and ability to interact with diversity;
- Resourceful and flexible;
- Ability to set priorities and meet deadlines;
- Ability to work well autonomously and in a team;
- Available to work evenings and weekends as needed (minimal);
- A strong interest in refugee and immigrant communities;
- Bilingual proficiency a plus;

SUPERVISES

- Youth Mentors
- Interns
- Volunteers

REPORTS TO

- Program Specialist
- Manager of Child, Youth, and Family Services

GENERAL INFORMATION

Please email resume and cover letter to jpanik@asiaohio.org. Visit www.asiaohio.org.

Asian Services in Action, Inc. promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.