

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



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

Position Available: **Coordinator-Case Manager**
Department: Children, Youth, and Family Services
Location: Cleveland, Ohio
Schedule: 1.0 FTE, non-exempt position
Travel: Cleveland office and frequent travel to and from program site location

SUMMARY

Asian Services in Action, Inc. is seeking a skilled and committed professional for a full-time position to work with the Children, Youth, and Family Services department. CYF supports immigrant and refugee youth and families through a variety of programming, and by connecting them to other available resources.

DUTIES AND RESPONSIBILITIES

Program Coordination

- Oversee the operations of the CAM program (programming, administration);
- Acts as site lead for the CAM program;
- Provide services including, but not limited to, academic support, life skills, prevention services using LIFE SKILLS curriculum, and enrichment opportunities;
- Communicate as necessary with clients, schools, funders, community partners, collaborators, etc...
- Market and advertise programs;
- Work with stakeholders and ASIA staff to meet program needs;

Case Work

- Perform case management work for program participants – assess needs and link to appropriate services and resources;
- Gather data on students as needed (e.g. demographic info, academic reports, pre and post testing, etc);
- Keep track of participant and attendance records and provide timely activity reports to the department manager;
- Keep record of services using service activity logs for both self and direct staff;
- Report monthly, quarterly, semi-annual, and annual reports to funders and department manager as required/requested;
- Complete evaluations on staff, volunteers and interns as needed;

ASIA Organizational Tasks

- Identify and attend community cultural events to provide resources and information;
- Attend trainings/workshops/conferences, as needed;
- Attend ASIA's quarterly and monthly office meetings;
- Complete at minimum 10 CEUs a year to maintain prevention licensure;
- Other duties as assigned by manager;

QUALIFICATIONS

- Must enjoy working with youth;
- Must pass criminal background check;
- Access to transportation with a valid driver's license required;
- Social Work or Case Work background a plus;
- Prevention Certification Required: Registered Applicant and/or OCPSA Certification (will train candidate);
- Good interpersonal and communication skills and ability to interact with diverse populations/personalities;
- 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 Asian American communities and human services a plus;
- Multilingual a plus;

SUPERVISES

- Program Assistants
- Youth Educators
- Interns
- Volunteers

REPORTS TO

- Manager of Children, 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.