Position Available: **Bilingual Program Assistant**  
*(Up to 40 hours per week)*

Location: **Cleveland, Ohio**

Pay Rate: **Based on qualifications**

Asian Services In Action, Inc. (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.

The Sustainability Services Department provides programs and services for individuals and families, especially those who are below the 200% Federal Poverty Level. The goal is to enable them to become financially independent and to achieve self-sufficiency. The program assistant is responsible for assisting qualified individuals and families to create an Individual Development Plan and Self-Sufficiency Plan. The Program Assistant is integral in ensuring completion of the whole process from beginning to end.

ASIA, Inc. has an opening for a Program Assistant in the Cleveland office. Duties and responsibilities are listed below:

**Duties and Responsibilities:**

- Conduct comprehensive needs assessments, develop and implement self-sufficiency plans based on identified needs
- Identify and use appropriate resources to respond to client needs and make any referrals if necessary
- Conduct regular follow-up to ensure that clients’ needs are being met
- Provide follow-up with clients and collateral contacts as indicated
- Input data and maintain comprehensive electronic and paper case files, including intakes, care plans, case progress notes, event participation, units of service provided, and other important documents
- Access outside resources and/or programs to facilitate all unmet needs of clients
- Develop and execute individual plans
- Coordinate services and referrals with external partners to ensure clients’ needs are met
- Determine appropriate milestones to gauge client progress and determine future needs
- Communicate client updates to all relevant parties
- Maintain accurate client documentation
- Train and supervise volunteers to support programming
- Participate in staff meetings
- Provide written and verbal translations as directed by supervisor
- Participate in departmental planning
- Perform other related activities, as required, to ensure program/departmental success
• Other tasks as assigned by supervisor
• Willingness to work flexible hours including evenings and weekends
• Demonstrated ability to lead collaborative efforts
• Ability to follow through, multitask, set priorities, and meet deadlines
• Ability to act quickly, calmly, and thoughtfully in a crisis situation
• Ability to drive a 15-passenger van

QUALIFICATIONS

• High School Diploma or equivalent or a minimum of two years’ extensive experience in related field.
• At least two years’ experience working with low-income or at-risk populations preferred
• Experience supporting individuals in attaining employment and financial goals
• Ability to collaborate and communicate effectively across departments and organizations
• Prefer candidates who speak and write Chinese, Nepali, Russian, Swahili, Farsi or Pashto
• Interest in working on behalf of Asian Pacific Americans a plus
• Excellent communications skills – written and oral
• Proficiency in computer skills and in Microsoft Office
• Strong interpersonal, communication, and organizational skills
• Creative problem solving
• Works well as part of a team
• Appreciation of all beliefs and backgrounds
• Commitment to compassion and accountability

GENERAL INFORMATION

Please email cover letter and resume to Susan Wong, Chief Program Officer
susan.wong@asiaohio.org. NO CALLS PLEASE.