



# The Cambodian Family Community Center

*A Multi-Ethnic Human Services Agency Promoting Social Health*

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[www.cambodianfamily.org](http://www.cambodianfamily.org)

## **Job Announcement: Youth Counselor/Citizenship Case Manager**

Founded in 1980, **The Cambodian Family (TCF) Community Center** is a community-based, multi-cultural, non-profit organization, located in Santa Ana, California. Our mission is to provide opportunities to refugee and immigrant families to develop the knowledge, skills, and desire to create health and well-being in their lives. We will accomplish this by providing programs and services in three main areas: (1) community health and mental health; (2) after-school youth leadership program; and (3) civic engagement and advocacy.

<u>Job Title:</u>	<b>Youth Counselor/Citizenship Case Manager</b>	<u>Hours:</u> 32-40 hours per week
<u>Salary &amp; Benefits:</u>	<b>\$15 - \$17 per hour (Depending on Experience)</b> plus excellent fringe benefits package (medical, dental, and 403b retirement plan)	
<u>Reports to:</u>	Youth and Civic Engagement Program Director	
<u>Position to be filled:</u>	Immediately	

### **(1) Job Description and Summary**

A youth counselor/case manager is needed to help teach and tutor children and youth ages 6-18 years old with their homework on variety of subjects including math, reading, and writing. This person must enjoy working with children and youth and would serve as a good role model for our youth. In addition, this person will be a case manager for our citizenship and immigration program. Additional skills building training, including citizenship application assistance, will be provided. The full-time position will be allocated as follows: youth counseling 70%, case management 20%, and operations 10%.

### **(2) Essential Functions and Duties**

#### ***Youth Program:***

- Tutor youth and follow up on their progress
- Teach youth life skills and creative classes
- Track the youths' activities and attendance in their files and follow up with children who are absent or who need additional help
- Provide on-going support for the children and their families
- Help evaluate the success and appropriateness of the youths' assigned activities
- Help register new students and attend outreach activities
- Help organize and lead parent meeting and parenting education workshop
- Help organize training activities and evaluation materials
- Help organize field trips, college campus tours, and family recreation activities
- Submit program reports and statistics in a timely manner
- Regularly update student and parent case files

#### ***Citizenship and Immigration Program:***

- Inform clients about requirements related to applying for citizenship status
- Conduct individual or group information sessions, including outreach at off-site workshops and events.
- Screen/assess/evaluate client needs and determine eligibility for immigration benefits and program services.
- Help complete immigration forms for assigned cases (eg. N-400, N-600, I-90, etc.) based on client eligibility
- Make referrals and linkages for complex cases
- Participate in citizenship fairs and conduct follow-up of case to obtain missing documentation
- Maintain accurate, complete and confidential case files, both electronic and hard copy
- Translate documents and make copies and prepare applications
- Adhere to all agency policies and procedures
- Submit program reports and statistics in a timely manner
- Participate in staff meetings, online webinars and other training opportunities
- Participate in other duties assigned by supervisors (e.g., respond to tenant concerns regarding building,

communicate with vendors regarding building maintenance and repairs, etc.)

### **(3) Qualifications:**

- Must have at least an Associate's Degree or a Bachelor's Degree in any field
- Must have at least one year of experience working with children/youth ages 6-18 years old, preferably within the after-school program and/or nonprofit setting
- Must be bilingual in **English/Spanish, English/Khmer, or English/Vietnamese**
- Ability to manage a classroom of 20-25 children/youth
- Ability to interact effectively with children and their families
- Good communication and writing skills
- Excellent attention to detail
- Case management experience is a plus
- Must have the ability to work independently and in a team
- Be self-motivated, self-directed, quick to learn, flexible, and creative
- Have high comfort level working in a diverse environment, particularly with the immigrant communities
- Ability to effectively represents the agency, our mission, and our programs to the outside world

### **(4) Special Requirements**

- Must have a reliable automobile for use on the job (mileage to be reimbursed). Must provide copies of valid California driver's license and proof of current automobile insurance prior to the employment.
- Verification for eligibility for employment must be submitted, and a background check must be completed prior to the employment.
- Must be able to work weekends and evenings upon request
- May require light lifting

*\* The Cambodian Family is an Equal Opportunity Employer/Women and Minorities are encouraged to apply.*

*\* This position is a grant funded position.*

*\* Applicants invited for an interview will be required to complete TCF Job Application which will be sent by e-mail to the applicant and submitted to TCF prior to the interview date.*

### **TO APPLY**

Please submit both cover letter stating why you believe you are the best candidate for this position and resume to [jobs@cambodianfamily.org](mailto:jobs@cambodianfamily.org) or mailing address: 1626 E. 4<sup>th</sup> Street, Santa Ana, CA 92701.

Please include Your Name – Job Title in the email subject line.

For additional information or questions, please contact Sophia Chhoeng, Program Director, at 714-571-1966 ext. 111 or 115.