



Job Announcements

The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, visit our web site at <http://www.cscla.org>

Position: Case Manager – *Part Time*

Salary Range: \$13.50 to \$14.50 per hour (D.O.E)

Open Date: October 18, 2013

Closing Date: November 8, 2013

Or when sufficient applications have been received

Summary of Duties:

Under the supervision and direction of the Program Supervisor and Program Manager, the Case Manager of the Asset Building and Financial Management Program of the Chinatown Service Center is a direct service position responsible for implementation, including outreach, marketing and case management, of language/culture specific asset building and financial management programs and services identified by the Program Manager.

Example of Duties:

1. Explain program services and eligibilities to potential clients. Conduct initial client assessment, eligibility, and enrollment of clients;
2. Monitor client's progress in the areas of debt, personal credit score, and savings amount. Develop case development plan with goals and timeline to achieve goals with clients;
3. Provide clients with information to all of agency's programs and services, as well as connecting them to other appropriate public and community resources;
4. Coordination: recruit and coordinate qualified speakers, exhibitors, sponsors, collaborators and partners as needed. Coordinate all logistics aspects including setting agendas, site selection and scouting, time, and other resources necessary;
5. Active engagement and relationship-building with community groups, financial institutions, and especially school districts;
6. Record clients' successes and activities in traditional client files, maintain and update client files and electronic database;
7. Maintain accurate and appropriate records for all client files, sign in sheets, development plans, etc. in a professional and timely manner.

Qualifications:

- High-school diploma or GED required with minimum of 2 years work experience
- ***Proficiency in both verbal and written English and Spanish required***
- Proficient in modern office practices, procedures, and equipments such as Microsoft Office (MS Word, Excel, Power Point), attending webinars, be able to understand popular social media, etc.;
- Good interpersonal skills and solid administrative and organizational skills;
- Detail oriented with excellent time management, organizational, written, verbal, and computer skills;
- Very proficient in math and arithmetic; comfortable working with numbers and reports;
- Must be able to work with flexible schedule, work weekends and/or evenings on occasions
- Work in the field (out of the office) and be able to do frequent local travelling by car
- Valid California Drivers license, proof of auto insurance, and available transportation.

Other preferred attributes:

- Some college or post-secondary education preferred;
- Experience working with clients who have limited English proficiency and previous customer service or public work experience highly preferred;
- Fluency in any Chinese dialect highly preferred.

Please forward your resume accompanied by a cover letter to
Amy Atondo, Human Resources Manager
767 N. Hill St., Suite 400, Los Angeles, CA 90012, **Fax:** (213) 680-0787
cschr@cscla.org

**--An Equal Opportunity Employer--
Reasonable accommodations available upon request**