



LAO FAMILY COMMUNITY DEVELOPMENT, INC.

Building healthy communities by helping families and individuals achieve self-sufficiency

www.lfcd.org

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Post Date: September 19, 2011

Last Day for Filing: Open until filled.

Position: *Joy of Living Healthy Families Initiative Case Manager/Workshop Facilitator Volunteer* This 20-hour a week unpaid volunteer/internship position will be responsible for healthy relationship and domestic violence prevention outreach and education to underserved Lao, Mien, and Hmong communities of Sacramento.

Approximate Salary Range: N/A (Volunteer) **Benefits:** N/A

Benefits to Volunteer: This volunteer experience would be ideal for college or graduate students interested in a career in social work or other social services working within underserved populations. This position will receive training, guidance and supervision to provide culturally competent services to Southeast Asians. This role involves working directly with clients, raising awareness about important issues and helping them develop and achieve their personal and family goals for more harmonious households. This position will also offer leadership opportunities, such co-organizing and co-coordinating outreach events, workshops, and recruitment. You will also learn the infrastructure of running a program and learn the administration aspect of a non-profit community-based organization

Program Description & Objectives: The Joy of Living Healthy Families Initiative provides community events, workshops, one-on-one and family support, and referrals for 120 Mien, Lao, and Hmong clients in Sacramento County who are at risk of, or are experiencing, domestic violence.

The Requirement of the Position: This position will be located in Lao Family Community Development's Sacramento office. The position requires effective verbal, listening, and written communication skills in both English and either Mien, Lao, or Hmong. The candidate must be comfortable working with diverse Asian family members of all ages, each with varying needs. This position requires outreach work, workshop facilitation on subject matters such as domestic violence, mental health education and family communication, direct services including comprehensive case management, work as a community liaison, and knowledge of mental health services. Duties of this position require exercise of independent judgment and discretion and flexibility of work schedule especially as it pertains to case management and workshops.

Primary Duties:

1. Attend a program orientation and training about the infrastructure of the agency and the program
2. Outreach to and recruit the targeted South East Asian communities; conduct informational presentations at community events, and to community and government organizations.
3. Translate and interpret, and adapt written and curricular materials to address the needs of targeted refugee and immigrant populations for the project.
4. Co-organize and participate in general and ethnic specific community events and home visits.
5. Provide support for adults and families and assist families in developing individualized plans. These plans include coordinating with other in house and outside organizations to assure that services provided to families are planned and delivered in an integrated bundled manner.
6. Complete and update client forms: referral, intake, evaluation, case notes, and etc.
7. Work with the program director to co-facilitate culturally and linguistically appropriate family educational workshops and social gathering groups at varying times based on convenience for clients.
8. Help prepare and submit monthly, quarterly, and year-end reports with and to the Project Director.
9. Attend local meetings, trainings, and workshops, as needed.
10. Work collaboratively with and refer clients to other internal agency staff members
11. Contribute in the regular program meetings for program evaluation and improvement.
12. Contribute to agency wide initiatives and activities and attend agency staff meetings.
13. Other tasks and duties as needed.

Qualifications:

1. MUST be bilingual and bicultural in English and either Mien, Lao, or Hmong
2. Must have a completed at least 48 college level units or have an Associate degree from an accredited college/university.
3. Bachelor degree preferred in social work, public health, or related field, high school diploma preferred.
4. Experience in facilitating workshops, coordinating events, providing case management, domestic violence issues
5. Good communication skills, both written and oral. Good documentation and reporting skills.
6. Flexible schedule (e.g. available on some weekends and work late on week days to accommodate clients' schedules and community events) and can to commit to at least 20 hours a week for no less than 2 consecutive months.
7. Live scan clearance (background check) required.
8. Have a valid California driver's license, vehicle, and car insurance.

How To Apply: Email cover letter and resume to the program director, Amy Lieu, at alieu@lfcd.org.