

Job post summary

Job description:

PT Case Worker/ Program Assistant for Senior Clients - Bilingual
(Japanese/English)

Job Title: PT Case Worker/Program Assistant

Compensation: DOE

Supervisor: Director & Manager

Start Date: Immediately

Position Summary:

Japanese American Social Services, Inc. (JASSI) is currently seeking a PT Case Worker/ Program Assistant for senior clients to join our team. This is a part-time position with the possibility of becoming full-time. In this role, the successful candidate will provide client services, including case management and supportive counseling, and will work closely with other staff and volunteers to ensure that agency programs are carried out effectively and efficiently. As a professional, s/he will maintain high standards of ethical conduct and must be able to work with clients, staff, and partner agencies in an empathetic and caring manner. S/he must possess a willingness to learn. S/he must be bilingual and able to speak, read, and write in English and Japanese. S/he must be flexible and take initiative when appropriate. Students with social services experience are supported by H-1B Visa and/or Green Card.

Primary Responsibilities:

1. Client Services

- Provide case management and supportive services, including crisis intervention and advocacy, to individuals, families, and older adults
- Conduct intake sessions to identify clients' current and future needs, develop individual case plans, and deliver culturally, and linguistically appropriate services accordingly.
- Connect clients to relevant referrals and assist them with accessing benefits and programs.
- Advocate for the needs and concerns of elderly, low-income, and/or vulnerable populations
- Maintain proper documentation of casework in accordance with agency and funder guidelines
- Record case notes, keep appropriate backup documentation and files, and submit all paperwork required by the funder in a timely manner.
- Attend required trainings and meetings.

2. Program Assistant

- Respond to walk-ins, hotline, and e-mail inquiries and provide appropriate referrals
- Interpret and translate information and documents
- Research resources, information, and data to assist in the preparation of grant proposals and reports
- Assist with coordinating and/or facilitating volunteer/staff training
- Provide educational seminars to the Japanese/Japanese-American community
- Conduct outreach to the Japanese/Japanese-American community
- Assist with E-newsletter and newsletter.
- Manage volunteer recruitment outreach

Education/ Skills Requirements:

- **Bilingual in Japanese is required.**
- Excellent organizing skills.

- Attentive to details and deadlines.
- Demonstrated professional attitude and ability to maintain confidentiality.
- Ability to take initiative and work both independently and in teams.
- Must be able to work well in a fast-paced environment, with changing priorities and handling multiple tasks.
- Strong computer skills and knowledge of Microsoft Office (Word, Outlook, Excel, PowerPoint, etc.).
- Strong problem-solving skills.
- Strong written, verbal, and interpersonal communication skills are a must.
- Demonstrated ability to work in culturally diverse communities.
- Highly motivated and strongly committed to the goals and mission of JASSI.
- Experience with Japanese American or Asian American communities preferred.

For more information about the organization and program visit us at <http://jassi.org/>

Job Types: Full-time, Part-time, Contract

Benefits:

- Paid time off

Schedule:

- Monday to Friday

Education:

- Bachelor's (Preferred)

Language:

- Japanese (Required)

Location:

- New York, NY 10038 (Required)

Work Location: Hybrid remote in New York, NY 10038