



## Job Opportunity

<b>Position Title</b>	<b>Family Support Program Coordinator</b>
<b>Location</b>	4700 Reed Road, Suite B Upper Arlington, OH 43220
<b>Department/Section</b>	Youth and Family Services Division, Family Support Program (FSP)
<b>Employment Status</b>	Full-time (salaried)
<b>Salary/Benefits</b>	Commensurate with experience. Medical and vision insurance coverage available.
<b>Schedules</b>	
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Provide direct client services including crisis intervention, intake, case management, legal and medical advocacy, referrals, safety planning, court and hospital accompaniment, public assistance and compensation claims support, and victims' rights education. Clients include victims/survivors of domestic violence, human-trafficking, hate crimes, elder abuse, and sexual assault.</li> <li>• Ensure timely communication regarding care coordination between AACCS staff and partner agencies.</li> <li>• Initiate new programming in fields appropriate for the</li> <li>• Coordinate a legal referral system for FSP clients to pro bono bilingual attorneys based on income eligibility in collaboration with local legal associations and student groups.</li> <li>• Facilitate and hold support groups and vocational workshops for FSP clients.</li> <li>• Recruit volunteers for FSP.</li> <li>• Train volunteers, staff, interpreters, translators, and Asian community leaders on a quarterly basis.</li> <li>• Maintain client and helpline databases.</li> <li>• Develop and implement action plans developed in accordance with assessments of program and community needs.</li> <li>• Complete grant reports and maintain accurate and timely service records in accordance with contract requirements and agency procedures under the supervision of the Program Director.</li> <li>• Perform other job-related duties as assigned by the Executive Director and Program Director.</li> </ul>
<b>Education</b>	Master's Degree in social work (MSW).

<b>Required Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience in victim services and case management.</li> <li>• Knowledge of API cultures.</li> <li>• Strong oral and written communication skills.</li> <li>• Ability to multitask in a fast-paced environment.</li> <li>• Proficiency in Microsoft programs.</li> <li>• Ability to be flexible and work on a variety of projects simultaneously including agency-wide projects and sitting on coalition/task force committees with outside agencies.</li> <li>• Ability to maintain good relationships with staff and volunteers.</li> </ul>
<b>Desired Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience in victim services and case management with Asian/Asian-American populations.</li> <li>• Experience working with clients affected by human-trafficking or any other work in anti-trafficking.</li> <li>• Experience working in a culturally and linguistically diverse environment.</li> <li>• Bilingual in English and an Asian language.</li> </ul>
<b>Posting Dates</b>	Until filled
<b>How to Apply</b>	E-mail resume and cover letter to Kathy Chen at <a href="mailto:kchen@aacsohio.org">kchen@aacsohio.org</a>