



Job Opportunity

Position Title	Program Manager
Location	4700 Reed Road, Suite B Upper Arlington, OH 43220
Department/Section	Family Support Program
Employment Status	Full-Time (Salaried)
Salary/Benefits	Commensurate with experience. Medical, vision, and worker's disability coverage available upon satisfactory completion of probationary period (3 months).
Schedule	
Duties	<p>As a member of AACCS's Management Team and Program Operation Team:</p> <ol style="list-style-type: none"> 1. Serve as Asian Health Initiative's Program Manager and supervise Program staffs and volunteers. <ol style="list-style-type: none"> a. Oversee Asian Health Initiative Free Clinic. b. Recruit volunteer physicians for Free Clinic c. Coordinate the clinic and provide referral services and follow up services as needed. 2. Serve Family Support Program as a Program Manager and supervises Program staff and volunteers. <ol style="list-style-type: none"> a. Monitor the cases and provide technical assistance for case management services for survivors of domestic violence, sexual assault, human trafficking and hate crimes as needed. b. Answer the intake calls from crime victims and complete the paperwork. c. Facilitate workshops to provide education for Asian immigrants and refugees/asylums. d. Provide crisis intervention for emergency situations. Accompany with the Program Assistant and/or volunteers as needed. 3. Provide community education to build community awareness. <ol style="list-style-type: none"> a. Develop network and establish relationships with other community organizations and community members. Ensure timely

	<p>communication regarding care coordination between staff and partner agencies.</p> <p>b. Facilitate presentation/workshop/training on the issues that Asian immigrants and refugees/asylums face to professionals, community residents and individuals who might have contact with the immigrants and refugees/asylums.</p> <p>c. Provide outreach to the community.</p> <p>4. Write proposals to secure funds for Family Support Program and Asian Health Initiative.</p> <p>5. Maintain accurate and timely service records in accordance with contract requirements and agency procedure.</p> <p>6. Supervise Program Assistant and volunteers, and develop and implement the programs.</p> <p>7. Ensures that clients/patients have a positive experience with the programs and program objectives are met.</p> <p>8. Assist with audit preparations and service reports when necessary.</p> <p>9. Track outcomes of the program and clients/patients served.</p> <p>10. Actively participate in relevant AACCS, Family Support, Healthcare and Prevention Services Department meetings, supervision and trainings as needed.</p> <p>11. Other job-related duties as assigned by Executive Director.</p>
Education	Master's degree in Social Work or a related field.
Required Qualifications	<ul style="list-style-type: none"> ● Knowledge of Asian Pacific Islander cultures. ● Strong leadership skills. ● Strong communication skills in English (oral/written.) ● Multitasking skills and management skills. ● Proficient in Microsoft Office programs.

	<ul style="list-style-type: none"> • Must be flexible in order to work on a variety of projects simultaneously and maintain good relationships with staff and volunteers.
Desired Qualifications	<ul style="list-style-type: none"> • Licensed Social Worker in the state of Ohio. Licensed Independent Social Worker. • Experience working within a culturally and linguistically diverse environment. • Bi-lingual in an Asian language. • Social service experience, especially with families who have refugee/immigrant background.
Posting Dates	Until filled
How to Apply	Email resume and cover letter to info@aacsohio.org

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