

JOB ANNOUNCEMENT

Children & Families Services Program Coordinator / Social Worker, Social Services Department

Location: Little Tokyo Service Center office

Salary: DOE

Hours: Full-Time, Regular position with benefits

Background:

For over 40 years, Little Tokyo Service Center (LTSC) has provided a safety net of social welfare and community development services to empower people and communities in need. LTSC provides culturally and linguistically appropriate services to the Japanese American community in the Southland, builds multi-family affordable housing projects to uplift low income neighborhoods of color throughout Los Angeles, and promotes equitable development and cultural preservation in the Little Tokyo neighborhood.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin or disability.

Summary of Duties:

The Program Coordinator / Social Worker oversees Children and Families programs in LTSC's Social Services Department. They ensure effective delivery of services, particularly for the Child Abuse Prevention & Intervention Program (CAPIT) and Prevention & Aftercare Services (PAS) programs, oversee contract compliance including timely and accurate reporting, and see to the supervision and support of staff working in the program. They also engage in direct clinical services and community education. As a professional social worker, they will maintain superior social work standards, practices and ethical conduct, and must be able to work with diverse populations of clients, staff and others in an empathetic and caring manner. They must possess a wide range of skills and attributes, and be willing to learn. They must be flexible and take initiative as they regularly exercise discretion and independent judgment in carrying out the responsibilities below.

Responsibilities Include:

Coordinate Social Services Department programs serving children and family.

- develop operating procedures and tools that are consistent with community needs, funder and contract requirements, accepted social work practices and LTSC guidelines
- monitor and ensure compliance with contract provisions for services to be delivered to children and families, including the timely and accurate submission of reports and outcome measures, and other documentation required by agencies such as the Department of Child & Family Services and Special Service for Groups
- supervise, provide support for and evaluate program work being done by staff, interns and volunteers
- conduct program-related meetings including program staff meeting
 - track program budgets, including accurate invoicing of units and monitoring spending
- be informed about developments and trends in related areas of practice, and be familiar

with resources and agencies relevant to the client population

- represent the agency at external meetings to maintain and develop Children & Families related work, including professionally affiliated groups, current and potential collaborative partners, policy and advocacy coalitions, etc.

Social services for children and parents, particularly Japanese/Japanese Americans in Los Angeles County.

- provide information and referrals to community members seeking resources for children and families
- conduct intake sessions to assess support systems, and current and future needs - develop case plans and/or treatment plans, and deliver culturally and linguistically appropriate services accordingly
- educate community members about available benefits, community resources, application procedures and wellness topics through one-on-one and group interactions
- prepare materials, including presentation tools, needed for workshops and seminars - monitor service delivery to ensure that services are appropriate, timely, and satisfactory - document services and maintain individual case files, keeping information organized and accessible, but secure and confidential

Contribute to the day-to-day operations of the Social Services Department.

- identify and outreach to community members, particularly those with low-incomes or other special needs such as dementia
- screen and respond to inquiries, and provide appropriate referrals
- advocate for the needs and concerns of the community
- research resources, information and data for services, presentations, and reports - interpret and translate information and documents as assigned by supervisor - contribute to the ongoing learning of staff by sharing information and training - assist with coordinating and/or facilitating staff meetings
- other duties as may be assigned by your supervisor

*Execution of some of the above duties may require driving or use of public transportation to provide services at satellite office or in the field.

Qualifications, Experience, and Skills:

- Masters degree in Social Work or Marriage & Family Therapy required;
- Bilingual in English AND Japanese required;
- Active registration with State of California Board of Behavioral Sciences;
- Experience with program administration and supervising staff;
- Demonstrated working knowledge of community services in the area, with particular knowledge of services for children and ethnic minority families
- Good problem-solving, writing and communication skills

Equivalent education or experience can be substituted for all minimum qualifications, except when legal requirements, such as a license/certification/registration, are required.

How to Apply: Please send a cover letter and resume to SocialServices@LTSC.org. Please include your pronouns in your application.