

## **JOB ANNOUNCEMENT**

Social Worker/Therapist, Social Services Department

**Location:** Little Tokyo Service Center Office

**Compensation:** \$26.44 - \$30.77/hour depending on experience

**Hours:** Full Time, Regular, Non-exempt position with benefits

**Openings:** 2 positions available - 1 will primarily work with children and families and 1 will work primarily with older adults

### **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 Social Worker/Therapist will provide case management and mental health services primarily to Japanese speakers and older adults in the Japanese American community. As a professional social worker, they will maintain superior social work standards, practices and ethical conduct, and must be able to work with diverse population of clients, staff and others in an empathetic and caring manner. They must possess a wide range of clinical and leadership skills, and a willingness to learn. The Social Worker/Therapist must be flexible and take initiative when appropriate.

### **Responsibilities Include:**

Provide counseling and other related social services to Japanese speakers and other at-risk individuals, particularly older adults.

- Provide information and referrals to community members seeking resources
- Perform assessments to identify clients' existing support systems, and current and future needs
- Develop care plans and/or treatment plans, and deliver culturally and linguistically appropriate services accordingly
- Facilitate individual and family sessions to help clients develop coping skills
- Document services and maintain case files, keeping information organized and accessible, but secure and confidential
- Record progress notes and keep appropriate documentation current in client files and in a web-based tracking system
- Be informed about developments and trends in related areas of practice, and be familiar with resources and agencies relevant to the client population
- Attend meetings, trainings, seminars and conferences as assigned
- Monitor service delivery to ensure that services are appropriate, timely, and satisfactory

Provide case management and other related services to help Japanese American and Japanese speaking clients maintain healthy and independent living.

- Identify and outreach to families, particularly low-income and at-risk individuals

- Educate the Japanese American community about available benefits, community resources and wellness topics, especially related to mental health, through presentations and ethnic media
- Assess needs, develop care plans, and deliver culturally and linguistically appropriate services accordingly
- Connect clients to relevant resources and assist them with accessing benefits and programs
- Refer clients to appropriate resources for financial issues, legal matters, respite, counseling, etc. And assist with accessing benefits and programs as needed
- Establish relationships with service providers/agencies for referrals and ongoing service management
- Organize information for reports and performance goals as required by service contracts and/or by supervisor, and prepare for program and financial audits

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

- Screen and respond to walk-in, phone, mail and email inquiries, and provide appropriate referrals
- Advocate for the needs and concerns of elderly, low-income and ethnic minority populations
- 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:**

- Master's degree in Social Work, Marriage & Family Therapy, or related field;
- Bilingual in English and Japanese required;
- Active registration with State of California Board of Behavioral Sciences;
- Demonstrated working knowledge of community services in the area, with particular knowledge of services for elderly and ethnic minority populations;
- Good problem-solving, writing, and oral communication skills;
- Ability to work both independently and in teams; and
- California driver license and access to an insured automobile.

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

LTSC requires all employees to submit proof of COVID-19 vaccination or weekly negative COVID-19 tests to the HR Manager.

**How to Apply:** Please send a cover letter and resume to [socialservices@ltsc.org](mailto:socialservices@ltsc.org). Please include your pronouns in your application.