



Job Posting

Job Title

Parent/Family Connector (Part Time: 15 hours/week)	August 26, 2016
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Department

Family Services	Email Resume and Cover Letter to jobs@bcnc.net
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Position Summary:

<p>Broaden the base of parents by reaching out to the community and forming connections among parents.</p> <ul style="list-style-type: none"> - Outreaches and implements parent support, parent education and special art program. - Facilitates and coordinates parent workshops and community events. - Provides with case management, information and referral services to families with special needs. - Provide peer support services to parents and advocate on behalf of parents and children, as need. - Navigating community resources, translating, and disseminating information to parents. - Ensure that all documentation is completed in a timely and accurate manner. - Assist with data collection and tracking. - Interact with and collaborate with community partners. - Willing to travel to BCNC Quincy Site and Boston Site. - Attend monthly clinical supervision on family case management and seeks consultation whenever necessary. - Performs other duties as assigned. - translates materials in English and Chinese. - is under the supervision of the Director of Family & Community Engagement at the BCNC
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Responsibilities:

<ul style="list-style-type: none"> • 90% outreach, case management, program coordination and implementation • 10% administration
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Skills and Experience Required:

<ul style="list-style-type: none"> • Associate degree preferred. • Bilingual in English and Cantonese/Mandarin. • Minimum two years of experience working with low-income, culturally diverse families and children with special needs. • Excellent written and verbal communication, organizational, problem solving, and interpersonal skills required • Training, experience, and skills in assisting parents and children with special needs in advocating and decision making for their families. • Knowledge of the community resources and public educational system. <p>Physical Requirements (examples below) Must be able to climb, reach, stand, talk, hear and be capable of repetitive motion; Work Requires close visual acuity Position Requires lifting up to 20lbs occasionally and up to 10lbs frequently Position is not exposed to adverse environmental conditions</p>



**Boston Chinatown
Neighborhood Center**
波士頓華埠社區中心

About BCNC

Boston Chinatown Neighborhood Center (BCNC) is the largest nonprofit social service provider dedicated to Asian families in the Greater Boston area, supporting over 2,000 children, youth, and adults each year at three locations in Boston and Quincy. The mission of BCNC is to ensure that the children, youth, and families we serve have the resources and supports they need to achieve greater economic success and social well-being. BCNC helps families access the resources and services available to them, provides opportunities for them to learn and acquire skills, and creates a community of mutual support and encouragement.

BCNC is an equal opportunity employer. Resumes accepted until position is filled.

Boston Chinatown Neighborhood Center, Inc. (BCNC)

Mailing Address: 885 Washington Street, Boston, MA 02111

Boston Site: 38 Ash Street, Boston, MA 02111

Quincy Site: 275 Hancock Street, Quincy, MA 02171

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