



Job Posting

Job Title

Family Connector	Date: 6/23/2017
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Department

Family Services	Email resume and cover letter to: Jobs@bcnc.net
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Position Summary:

The Boston Chinatown Neighborhood Center (BCNC)

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. Since our founding in 1969, BCNC has remained committed to being responsive to community needs while striving for excellence in the delivery of holistic, family-centered, culturally and linguistically competent programs. Today, BCNC is one of the largest nonprofit social service providers for Asian American and Asian immigrant families in the Greater Boston region, serving over 2,000 children, youth, and adults each year at 3 locations in Boston and Quincy. BCNC serves families through programs through: Child Care & Enrichment Programs, Education & Workforce Initiatives, and Family & Community Engagement.

Program Description: Family Services Program:

Realizing the importance of a holistic approach to serving families, BCNC created the program in 2005 to support parents in raising their children. The family services program provides educational workshops for parents to empower them with the knowledge and skills necessary to support the healthy development of children. Workshop topics focus on health care, behavioral health, and parenting. The program also convenes classes for parents called "Parent Solutions." This series have helped numerous parents to understand more about the public school system and special education. In addition, our family services staff members are trained to work with families on an individual basis to provide counseling, consultation, and referral services. The program also works with other government or community-based organizations to organize special projects to address rampant community issues.

Position Summary: Family Connector (Full-time, 37.5 hours/week, w/benefits)

The Family Connector (FC) plays an integral role in implementing BCNC's family-centered approach across departments. The FC is primarily responsible for coordinating case management services for individual clients and families' agency-wide, as well as facilitate and coordinate parenting workshops. The FC also supports BCNC programs by providing classroom observation, consultation, and supports the creation of an intervention plan as needed. This position reports to the Director of Family & Community Engagement.

Responsibilities:

Major Position Functions:

- Create and implement a comprehensive strength-based case management service plan for all assigned individuals' and to complete all documentation which supports the service plan
- Develop, implement, and monitor each case's goals with individuals and families
- Communicate effectively with BCNC staff and community partners
- Complete daily data and progress notes and quarterly reports reviews

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

Phone: 617-635-5129 | Fax: 617-292-1887 | www.bcnc.net | info@bcnc.net | Federal ID: 23-7209691



- Provide case management knowledge and skills training for BCNC staff as needed
- Assist individuals and families in self-advocacy, decision-making and empowerment
- Foster community integration and provide support to individuals to actualize this goal
- Maintain documentation/record keeping in accordance with agency and contract regulations
- Report significant issues (health, behavioral, psychiatric) to supervisor in a timely fashion. Document issues/incidents according to agency guidelines
- Attend and actively participate in weekly staff meetings and supervision
- Attend trainings as assigned; maintain necessary certifications
- Perform all duties in accordance with the agency's policies and procedures

Skills and Experience Required:

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- B.A. required; MSW/Master in psychology or counseling preferred and at least 1-3 years of related experience in case management.
- Strong interpersonal and communication skills
- Strong group facilitation skills
- Excellent organizational skills and ability to manage multiple tasks in a fast-paced environment
- Ability to work independently and cooperatively
- Experience working with children, youth, adults and families with and/or without disabilities
- Cultural competence and experience working with diverse communities
- Knowledge or awareness of immigrant families' issues
- Knowledge to work with families from Department of Children and Families.
- Familiarity with American social and health care systems.
- Ability to work in a team environment, and be able to take charge of individual assignments and tasks.
- Proficiency in Windows environment, MS Office and related applications

Bilingual oral and written skills in English, Cantonese and/or Mandarin

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.