



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. Our Clinical Unit has an established history providing effective, culturally competent mental health services to children and their families.

Our staff is our greatest resource. That is why we're committed to our investment in them -- providing an excellent benefit package that covers our regular staff and their dependents, keeping a low supervisor to staff ratio to ensure consistent access to guidance, and actively looking for professional development and growth opportunities.

We have been serving our diverse community for more than 45 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

API PFF Program Assistant (Part-time, Non-exempt)

Unit: Clinical Services
Updated: 11/21/2022

Reports To: Clinical Services Manager
Salary: \$18.00- 19.00 hourly

Positions Available: 1

Summary: Under the direction of the Clinical Services Manager, API PFF Program Assistant is responsible for providing administrative support, which includes secretarial work, filing of charts and paperwork, and other roles related to office flow. The Program Assistant provides assistance to the PFF Clinical Director, does data entry and ensures that invoices are processed in a timely manner. The Program Assistant provides assistance to the PFF staff and the unit whenever needed.

Duties / Responsibilities:

- **Plan, develop, implement and report activities by:**
 - Assisting with creating and maintaining a schedule and database of meetings, meeting minutes, trainings, and outreach activities;
 - Assist in gathering measurement of assessment and tracking results to gauge outcomes, performance and program impact;
 - Assisting with data collection, reporting and billing;
 - Assist in conducting outreach and program activities;
 - Assist with development of operations manual for the collaborative.
- **Attend relevant meetings and trainings:**
 - Attend PFF meetings and trainings;
 - Attend agency unit meetings;
 - Attend agency- wide meetings/ trainings; and
 - Attend professional development trainings, conferences, workshops and seminars in order to maintain and improve professional competence as assigned by the Clinical Services Manager.
- **Other related duties as assigned by the Clinical Services Manager.**



Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- Bachelor's degree from an accredited college and prior experience in administration and data management.
- Minimum of two (2) years of professional experience assisting in the areas of budgeting, facility operation, fiscal management, personnel, report writing, documentation of specific activities, program evaluation;
- Minimum of one (1) year previous office and computer database experience.
- Must be proficient in Microsoft Office Suite.
- Strong existing computer skills with Microsoft and general internet and electronic communications.
- Manage data collection projects by meeting paper and electronic mailing deadlines, entering data, transcribing tapes and handwritten notes; learn and use technology to do these tasks efficiently.
- Produce written, tabular, and visual materials for research reports and presentations.
- Assist staff in logistical management of the unit, including acquisition of supplies, inventory management, bookkeeping and strategic planning.
- Ability to organize and prepare documentation in a timely manner.
- Competency to work with the various ethnic/ culture groups in the community.
- Proof of passing a TB test and fingerprinting clearance (Live Scan).
- A valid Class C California Driver License, access to personal automobile, and proof of auto insurance.
- Proof of eligibility to work in the United States.
- Physical requirements: Seeing to inspect the field and written documents; ability to communicate with KYCC Staff, affiliates, clients and public; sitting for extended periods of time; and dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- Certification in CPR (Youth & Adult) and First-Aid training.
- Bilingual capacity (English/Korean) AND/OR (English/Spanish).

To apply, please submit a **cover letter and resume**.

[SUBMIT AN APPLICATION](#)