



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 40 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 (Partnership for Families) Program Coordinator

Unit: Clinical Services
Updated: 3/16/2023

Reports To: Clinical Services Manager
Salary: \$45,000- 55,000 DOE, plus BENEFITS

Positions Available: 1

Summary: Under the direction of the Clinical Services Manager, the API PFF Program Coordinator assists in the day-to-day operations of the API PFF program, including outreach and education efforts, collaborative capacity building, relationship with stakeholders, delivery of services, and contract compliance. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position.

Duties / Responsibilities:

- **Plan, develop, implement and report activities by:**
 - Assisting with maintenance of program and contract compliance.
 - Supporting development of capacity-building for existing partners.
 - Establishing and strengthening relationships with funders, partner agencies, community members, schools, churches, businesses, traditional and nontraditional partners, caregivers and youth.
 - Creating and maintaining a schedule of meetings, trainings, and press conferences for the collaborative.
 - Conducting regular meetings and trainings with the collaborative.
 - Assisting in the development, coordination, and implementation of outreach and engagement strategies.
 - Maintaining and improving tracking results to gauge outreach, enrollment, outcomes, performance and program impact.
 - Ensuring compliance with operations manual by the collaborative.
- **Attend relevant meetings, trainings, events and activities.**
 - Attend API 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,
- **Perform other related duties as assigned by the Clinical Services Manager and/or Director of Children and Youth Services.**



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

- A bachelor's degree in Social work, Psychology, or related field from an accredited university;
- A minimum of two (2) years of professional experience in the areas of budgeting, facility operation, fiscal management, personnel, report writing, documentation of specific activities, and program evaluation.
- At least two (2) years of direct practice experience such as mental health services or child abuse prevention services;
- Must be PC proficient in Microsoft Office.
- 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 more efficiently.
- Produce written, tabular, and visual materials for research reports and presentations.
- Assist staff in logical management of the unit including acquisition of supplies, inventory management, bookkeeping and strategic planning.
- Ability to organize and prepare documentation in a timely manner.
- Proof of passing a TB test and fingerprinting clearance (Live Scan).
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision.
- Strong interpersonal, organizational, written and communication skills.
- Strong commitment to working with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- A valid Class C California Driver License, personal automobile, and proof of auto insurance.
- Proof of eligibility to work in the U.S.
- Physical requirements: Able to hear a child calling for help, able to see a child on the playground, able to sit for long periods of time, seeing to inspect the field and written documents; ability to communicate with KYCC staff, affiliates, clients and public; and dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- Bilingual capacity (Korean/English) preferred.
- Certification in CPR (Child & Adult) and First Aid training.

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