



EMPLOYMENT OPPORTUNITY

Koreatown Youth & Community Center, Inc. (KYCC) is a non-profit organization that has been serving the Korean American and multi-ethnic Koreatown community since 1975. KYCC's programs and services are specifically directed towards recently immigrated, economically disadvantaged youth and their families. KYCC offers a wide array of programs including counseling, academic services, community outreach, business services, affordable housing, and neighborhood beautification.

We have been serving our diverse community for 50 years, and if you're passionate about creating change within our community, we'd like to meet you.

Clinical Case Manager (Full-time, Non-Exempt)

Unit: Clinical Services Unit
Posting Date: 08/06/2026

Reports To: Clinical Services Manager
Salary: \$25.00 - \$28.00 DOE plus BENEFITS

Positions Available: 1

Summary: Under the direction of the Clinical Services Manager, the Clinical Case Manager will provide unit and administrative support and case management oversight. The Clinical Case Manager facilitates provision of quality case management services by providing parenting education groups, linkage and support services and coordinating family events. The typical schedule for this position is Monday-Friday, 9:00 a.m. – 6:00 p.m. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. Occasional evenings and Saturdays may be required to support program needs.

Duties/ Responsibilities:

- **Provide preventive services by:**
 - Developing group curriculum and facilitating groups for DCFS and community referred families.
 - Conducting home visits as needed.
 - Making linkages and referrals and coordinating care amongst other involved agencies as needed.
 - Reviewing client's progress.
 - Accurately and timely documenting all activities including progress reports and pre/post parent questionnaire.
 - Conducting outreach to promote programs.
 - Facilitate youth groups.
 - Coordinating and facilitation of events to promote protective factors.
- **Attend relevant meetings and trainings:**
 - Attend relevant partner and collaborative meetings.
 - Attend monthly unit meetings.
 - Attend monthly and quarterly staff/agency meetings.
 - Attend professional development trainings, conferences, workshops and seminars in order to maintain and improve professional competence as assigned by the supervisor.
- **Other duties as assigned by your Supervisor.**



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.
- Demonstrable working knowledge of the use and operation of personal computers.
- Bilingual capacity (Korean/English).
- Ability to organize and prepare documentation in a timely manner.
- Strong commitment to working with a multicultural community.
- Strong organizational, written and communication skills.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Self-directing and the ability to work independently as required.
- A valid Class C California Driver License, personal automobile, and proof of auto insurance.
- Proof of eligibility to work in the United States.
- Physical Requirements: Seeing to inspect written documents; ability to communicate with KYCC staff, clients and public; sitting, standing and walking for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment; and ability to lift up to 40 lbs.

Desired Qualifications:

- Minimum one year (including field placement) experience providing social services to low-income children, youth and families from diverse cultural and ethnic backgrounds.
- Experience in the development and use of database application.

NOTE: The selected candidate will be required to complete a Livescan (fingerprint process) and/or background check and a TB test after a conditional offer of employment has been extended.

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

SUBMIT AN APPLICATION