Position: Monorom Family Support Assistant – Full Time
Location: Lowell, MA

Organization Overview: Founded in 1984, The Cambodian Mutual Assistance Association is dedicated to improving the quality of life for Cambodian Americans and other minorities and economically disadvantaged persons in Lowell through educational, cultural, economic and social programs.

Position and Program Overview: The Monorom Family Support Program assists families with developmentally disabled children by providing case management, counseling, and recreational and educational opportunities. This program is funded by the Massachusetts Department of Developmental Services. Reporting to the Monorom Program Coordinator, the Monorom Family Support Assistant will be responsible for the success of CMAA’s Monorom Family Support Program. The ideal candidate will have a strong commitment to working in a progressive community development and mission-driven organization with focus on case management with disabled individuals and family members.

Responsibilities:
• Coordinate the ongoing identification of Cambodian children with developmental disabilities in the Lowell area.
• Coordinate the assessment of the specific needs of these children, and liaison with the Department of Developmental Services to facilitate the approval of their participation in the program.
• Coordinate the referral of program clients to other services external to CMAA that support the needs of these children and their families.
• Ensure that a system is in place, which routinely monitors the progress, made against stated goals and objectives.
• Provide advocacy for children with disabilities and their families.
• Maintained accurate records of clients and report on activities as required.
• Provided translation and transportation to various agencies and doctor appointments.
• Attend IEP (Individual Education Plan) meeting and training that relate to the program.
• Must be available to work on evenings and weekends if required.
• Must assist with CMAA’s TV Production on Wednesday evenings at LTC.

Qualifications:
• Minimum of 4 years’ experience with case management with children and youth services.
• Excellent verbal and written communication skills.
• Ability to speak, read and write in Khmer is preferred.
• Must be well organized, detail oriented with excellence in multitasking.
• Working knowledge of nonprofit resource development, community organizing, and neighborhood planning.
• Personal qualities of integrity, credibility, and a commitment to and passion for CMAA’s mission.
• Bachelor’s degree preferred but not required.

Compensation: Salary commensurate with experience. Full-Time with health and dental.

Procedure for Applying: Qualified candidates should e-mail current resume, with a cover letter indicating interest in the position to Leakhena Vong at lvong@cmaalowell.org. Applications will be reviewed on a rolling basis. CMAA is an equal opportunity employer.