



**Monorom Family Support Program Assistant – Part-Time
February 2022**

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 Family Support Program Assistant, under the direction of the Program Coordinator, will provide support in all aspects of the program. The ideal candidate will have a strong commitment to working in the support of families with developmentally disabled children.

Responsibilities:

- Assist the Coordinator in the ongoing identification of Cambodian children with developmental disabilities in the Lowell area.
- Assist in the assessment of the specific needs of these children, and liaison with the Department of Developmental Services (DDS) 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 the children and their families.
- Assist in ensuring that a system is in place to routinely monitor the progress made against stated goals and objectives.
- Provide advocacy for children with disabilities and their families.
- Maintain 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) meetings and training that relate to the program.
- Must be available to work on evenings and weekends, if required.
- Other duties as assigned by the Program Coordinator and/or the Executive Director in support of CMAA activities

Qualifications:

- Minimum of 3 years of 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.
- Personal qualities of integrity, maturity, and a commitment to and passion for CMAA's mission.
- Bachelor's degree preferred but not required.
- Valid Massachusetts driver's license required.

Compensation: Salary commensurate with experience – full-time with benefits (health, dental, paid holidays).

Date Start: Immediate.

To Apply: Please submit your cover letter and resume to Sothea Chiemruom, Executive Director, at jobs@cmaalowell.org

CMAA is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, gender, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.