Monorom Family Support Program Manager – Full Time

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 children with developmental and intellectual disabilities by providing case management, counseling, and recreational and educational opportunities. The Monorom Program is funded by The Massachusetts Department of Developmental Services (DDS). Reporting to the CMAA Director of Programs, the Monorom Family Support Manager will be responsible for the success of the Monorom Program. The ideal candidate will be committed to working and supporting children with special needs and their families.

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 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 these children and their families.
- Maintain accurate records of clients and report on activities as required.
- Provide translation and transportation to doctor appointments and various agencies.
- Attend IEP (Individual Education Plan) and ISP (Individualized Support Plan) meetings and training related to the program.
- Ensure a system that routinely monitors progress against the stated goals and objectives is in place.
- Assist in determining the family’s needs for allocation under allowable categories.
- Develop and manage educational events on relevant and timely topics for families.
- Delegate tasks to appropriate team members.
- Report program updates and inquiries to the Director of Programs.

Qualifications:

- Master’s degree or Bachelor’s degree in Special Education, Counseling, Social Work, and/or a minimum of 4 years experience in related work.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to speak, read and write in Khmer is strongly preferred.
● Well-organized, and detail-oriented with excellence in multitasking.
● Good decision-making, verbal communication, people skills, conflict resolution, people management, and integrity
● Ability to connect with children
● Professional or personal experience supporting individuals with special needs, or challenging behaviors is highly preferred
● Commitment and passion for CMAA’s mission.
● A valid Massachusetts Driver’s License is required.

Compensation: Salary commensurate with experience – full-time with benefits (medical, dental, 401K, paid vacations, and holidays).

Starting Date: Immediately
To Apply: Please submit your resume and cover letter 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.