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CAMBODIAN ASSOCIATION OF AMERICA

A Nonprofit Human Services Organization

JOB ANNOUNCEMENT

The Cambodian Association of America (CAA) is the oldest Cambodian nonprofit organization in America and has 36 year of history serving the needs of the Southeast Asian community in the Greater Long Beach Area. In the past decade, CAA has broadened its client base to include Laotian, Vietnamese, Samoan, Hispanic, African American, and Caucasian, as well. The organization's service area includes: Long Beach, Lakewood, Bellflower, Norwalk, Carson, San Pedro, Wilmington and some other cities in the East side of Los Angeles County.

Position: Career Advancement Counselor, Marriage Enrichment Program

Duties and Responsibilities: Under the general supervision of the Program Coordinator, the Career Advancement Counselor assumes the following duties and responsibilities:

- Performs community outreach, intake, assessment, and individual counseling
- Provides supportive services (including but not limited to referral services to employment, health, social, academic, and family counseling and mentoring) to Marriage Enrichment Program participants
- Assists in searching and making contacts for employment
- Provides job preparation, vocational counseling, and job placement services
- Provides case management and assists project participants in planning for their career goals and appropriate training
- Prepares and maintain all required reports/records, and keeps Program Coordinator informed of all activities
- Attends required meetings, and maintains a positive working relationship with all collaborative partners
- Participates in community activities and networking meetings with other community organizations as appropriate.
- Performs other duties as assigned.

Qualifications:

- Bachelor degree in human service, social service, or related field; or AA Degree plus two-year experience working in related position
- Bi-lingual/bi-cultural in **Spanish or Cambodian**
- Experience working in community outreach, community education, counseling, social services, and case management
- Strong written and oral skills
- Strong job skills training, job development and placement background
- Proof of work eligibility or Permanent Resident or U.S. Citizen upon hire
- Complete a criminal background check upon hire
- A valid California driver's license and proof of insurance.

Salary: Competitive salary plus excellent benefits

Position to be filled: Immediately

To apply, please submit a cover letter and resume to:

Mr. Kimthai Kuoch, Executive Director
Attn: Career Advancement Counselor Position
2390 Pacific Avenue, Long Beach, CA 90806

AN EQUAL OPPORTUNITY EMPLOYER