



Chinese-American Planning Council, Inc.

Started in 1965, the mission of the Chinese-American Planning Council, Inc. (CPC) is to serve the Chinese-American, immigrant and low-income communities in New York City by providing services, skills and resources towards economic self-sufficiency. Our vision is to be the model service and leadership development organization.

Program Description:

Asian Family Services (AFS) is a preventive service to help keep children and their families together and avoid the placement of children in foster care. AFS addresses the multi-level needs of Asian-American families, especially recent Chinese immigrants and Korean immigrants. The program provides support and case management services to Asian American families. Our professional staff consists of bi- and tri-lingual and bi-cultural case workers.

Position Title: Case Planner

Location: 165 Eldridge St. New York, NY 10002, traveling offsite is expected

Schedule: Full Time 35 hours per week, occasional weekends

Essential Functions and Responsibilities:

Case Planner provides supportive/rehabilitative services to Asian American children (18 or under) and their families. Services include case management, crisis intervention, counseling, parenting skills, training, and advocacy. The Case Planner will report directly to the Program Supervisor.

- Assess and manage cases including utilizing various assessment tools to aide in the creation of outcome driven service plans
- Complete safety and risk assessments, provide regular counseling sessions with case loads
- Set up objectives and service plan to correspond to case's needs
- Prepare progress notes in a timely, clear and effective manner in accordance to agency funding source protocols
- Prepare all assessments within established time frames
- Compile monthly statistics pertaining to caseloads, number of clients served, and number of case contacts, kinds of services provided
- Determine and advocate for clients' entitlement and social services
- Maintain collaborative relationships with funding and government agencies and external service providers
- Other duties as assigned by the Supervisor / Program Director

Qualifications and Skills

- Bachelor's Degree in Social Work, Counseling or related field preferred, with at least two years of relevant child welfare experience
- **Bilingual in Chinese and English a must.**
- Excellent written and oral communication skills, including interpersonal skills working with families and children
- Computer literate
- Flexibility in schedule preferred

Compensation:

Commensurate with experience; excellent benefits package including paid holiday, sick and personal time off. Medical insurance coverage including Dental and Vision; Basic Life Insurance coverage; 403(b) Retirement

How To Apply:

Please send resume and cover letter to:

Judy Ah-Yune: jah-yune@cpc-nyc.org and Sherry Ng: sng@cpc-nyc.org Write: PPRS caseworker in subject line.

CPC is an Equal Opportunity Employer