

BILINGUAL (CAMBODIAN & ENGLISH) COMMUNITY NAVIGATOR

Are you bilingual (Cambodia & English) and have a deep understanding of the Cambodian community experience and needs? You may be interested in joining the team, as our Community Navigator.

Southeast Asian Development Center (SEADC) is a nonprofit organization providing services to low-income and vulnerable Southeast Asian Americans with basic needs and skills critical to building successful futures. Check us out [SEADC \(seadcenter.org\)](http://SEADC (seadcenter.org))

We are seeking a Bilingual (Cambodian) Community Navigator whose main responsibilities are to support limited English-speaking Cambodians with accessing basic life needs, language support, and in navigating community, government, and social services. The Community Navigator will provide in-person, telephone, and remote services. Additionally, they would monitor client progress and follow up with referrals to internal and external providers, community resources, and supportive services.

To be considered, you must be able to work in the SEADC office in San Francisco and have proof of a COVID-19 vaccination(s) (or have an eligible exemption).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide person-to-person, telephone, and/or remote support, developing action service plans to help clients meet their basic needs, life goals, and access to supportive services.
- Screen for and assess social service's needs, behavioral health, family concerns, and link them to services and programs.
- Help clients organize their records, make follow-up appointments, and apply for public benefits programs including Medi-Cal, SNAP (Supplemental Nutrition Assistance Program), unemployment, housing, education, and other relevant needs.
- Coordinate with SEADC staff and team members to connect and refer clients to various internal and external programs and resources.
- Advocate and provide translation for client's need and accessing community programs and resources.
- Connect and follow up with referrals to community programs, government social service programs, and other service providers in San Francisco.
- Enter and update client information and progress into databases weekly.
- Maintain records of client attendance, client files, and program paperwork and documentation.
- Attend agency meetings, team meetings, and one-on-one supervision meetings.
- Attend funder training, outreach events, and professional development training assign by Supervisor.
- Assist with organizing agency-wide events and activities.
- Other duties as assigned by Direct Supervisor.

QUALIFICATIONS AND POSITION COMPETENCIES:

- Minimum 2 years' experience working in community programs; low-income and immigrant community is a plus.
- Excellent communication skills including verbal fluency in Cambodian, fluency in written Cambodian is a plus.
- A passion and commitment to the SEADC mission.
- Strong knowledge of services and programs for adult and families living in San Francisco.
- Proven cultural competency and sensitivity to working with individuals of diverse cultural backgrounds.
- Strong interpersonal and communication skills, both one-on-one and in groups.
- Self-starting, self-motivated, and able to work within a team and on multiple tasks to meet deadlines.
- Demonstrate compassion, patience, reliability, and professionalism.
- Strong organizational and time management skills.
- Physically able to travel to other locations in San Francisco for meetings a couple times a month (only when COVID safe).
- Able to pass TB test, fingerprinting, and criminal history review

COMPENSATION and BENEFITS:

- Pay range: \$23.00-\$25.00 per hour, DOE
- Full-time – 37.5 hours a week
- Platinum medical plan – paid in full by SEADC
- Dental and vision plans – paid in full by SEADC
- 401k with match
- Commuter benefits
- 12 paid holidays
- 15 days of accrued paid vacation
- 8.5 days of accrued paid sick leave

TO APPLY:

Please send your resume and cover letter to: SEADCJobs@gmail.com; please put “Community Navigator” in the subject line.

We are an Equal Opportunity Employer and committed to embracing diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, disability, HIV/AIDS or veteran status.