



Little Tokyo Service Center has a 35-year history of providing multilingual, culturally appropriate social services to people of Little Tokyo and in the broader Japanese American community. Its Social Services Department seeks to immediately fill the following position.

**Job Title:** Bilingual Social Worker

**Status:** Full-time, salaried

**Salary:** DOE

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**Position Summary:** The Social Worker will mainly provide case management and mental health services to older adults through a program funded by the Department of Mental Health. The employee will also provide case management and/or psychotherapy services for children and their families through a program funded by the Department of Children & Family Services. As a professional social worker, the employee will maintain superior social work standards, practices and ethical conduct, and must be able to work with diverse populations of clients, staff and others in an empathetic and caring manner. The employee must possess a wide range of skills and attributes and must be willing to learn.

#### **Duties and Responsibilities:**

- Provide case management and mental health counseling services to Japanese/Japanese American children, their families and older adults; conduct intake sessions, assess needs of clients, develop treatment plans and deliver services;
- Record progress notes and documentation and submit all the intake/assessment, treatment plan and progress notes required by funders in a timely manner;
- Provide educational seminars to Japanese/Japanese American children and families;
- Participate in external meetings relevant to the Mental Health Program;
- Participate as necessary and appropriate in external meetings of collaboratives and coalitions; attend conferences and trainings; and advocate for the needs of clients;
- Create and maintain a directory of resources relevant to the needs of children, families and older adults;
- Prepare promotional and presentation materials for workshops, seminars and presentations;
- Conduct outreach to Japanese/Japanese American community in the Mental Health Program;
- Other duties as an employee of the Social Services Department and of the agency.

#### **Qualifications and Experiences:**

- Masters degree in Social Work or Psychology;
- Minimum of two years of social service experience; some training in mental health protocols (e.g. Filed Capable Clinical Services (FCCS), Full Service Partnership (FSP) and Prevention and Early Intervention Service (PEI) programs are a plus;
- Effective communication skills in English and Japanese;
- Demonstrated knowledge of community services in the area;
- Ability to work independently and in teams;
- Supervision experience preferred;
- Licensed and insured CA driver's license with access to vehicle.

#### **Additional Qualifications:**

- Experience providing outreach and community education.

**Please submit inquiries, cover letters and résumés to [YSakamoto@LTSC.org](mailto:YSakamoto@LTSC.org).**