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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 40 years 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 (Bilingual in Spanish or Cambodian), 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, work readiness assessment, and assists project participants in planning for their career goals and appropriate training
- Searching and making contacts with employers to develop employment placement pool
- Provides job readiness training, vocational counseling, and job placement services
- Provides case management and supportive services including but not limited to referral services to employment, health, social, academic, and family counseling and mentoring
- 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 or events 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**
- Strong administrative, written, and oral skills
- Strong background in job readiness training, job development and job placement
- Proof of legal residency and legal right to work in the U.S.
- Complete and pass a criminal background check upon hire; and
- A valid California driver's license and proof of valid insurance

Salary: Competitive salary plus excellent fringe benefits

Deadline: Immediately

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

Mr. Kimthai R. Kuoch, Chief Executive Officer
Cambodian Association of America
2390 Pacific Avenue, Long Beach, CA 90806
Email: caajobs@cambodianusa.com

AN EQUAL OPPORTUNITY EMPLOYER

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