



## EAU CLAIRE AREA HMONG MUTUAL ASSISTANCE ASSOCIATION, INC.

1320 West Clairemont Ave, EAU CLAIRE, WI 54703 PH: 715.832.8420

Empowering people, advancing cultures, and enhancing the quality of life of Chippewa Valley low-income families

### Position Announcement: Youth Coordinator and Community Liaison

**Position:** Youth Coordinator (YC) and Community Liaison (CL)

**Immediate Supervisor:** Advocacy Program Manager

**Classification:** Paraprofessional

**Status:** full-time

**Description:** The full-time Youth Coordinator (YCCL) and Community Liaison provides culturally and linguistically specific services to Chippewa Valley Hmong residents by implementing the ECAHMAA's Youth Coordinator programs and Community Liaison role. This position is responsible for the planning, design, implementation, delivery and evaluation of comprehensive ECAHMAA after schools minority youth curriculums and crime awareness programs. The candidate will also be responsible for overseeing the program Building Bridges, as well as assist with generating reports, smaller grant proposals, including, but not limited to, program tracking and program analysis.

**Youth Coordinator (.60 FTE)** coordinates Building Bridges, which is an afterschool educational program for minority youth in both middle and high school; this includes areas such as Dunn and Eau Claire Counties. The Youth Coordinator (YC) works collaboratively with agency advocates to provide education on prevention of teen dating and domestic violence, to increase youth academic performance, provide higher education opportunities, build leadership skills and focus on fostering strong bicultural identities. The YC is responsible for recruiting interested minority youth participants into the program and completing all required agency and program intake materials. The YC is also responsible for the recruitment, training and supervision of volunteers who will serve as tutors, mentors, and group facilitators. The YC works in collaboration with other agency staff to plan weekly sessions as well as the annual youth retreat at the end of the school year. The YC also engages in other duties as assigned by the Advocacy Program Manager. This position will cover both Eau Claire and Dunn County areas.

**Community Liaison (.40 FTE)** is expected to provide culturally sensitive services to the Hmong community and raise awareness on Hmong Cultural Competency through presentations and building relationships with local resources/organizations while doing collaborative work for Building Bridges. The role of the Community Liaison (CL) is to assist the ECPD and ECAHMAA projects when appropriate, in order to decrease crime in the areas of domestic violence and sexual assault. Community Liaison will also assist in increasing problems which surround the Hmong community such as drug addiction, mental health and helping the Hmong community to understand laws, regulations, and ordinances within the city of Eau Claire. The CL works closely with other social services providers when appropriate to ensure services are provided to individuals and or families in a culturally sensitive manner.

#### **Qualifications:**

- A BA/BS in a human services related field OR a combination of relevant education, employment and/or life experience is preferred.
- Must be bilingual (and preferable bi-cultural) in English and Hmong, both spoken and written is required.
- Experience in working with Hmong youth and knowledge on teen dating or domestic violence is preferred.
- Knowledge of community resources is preferred.
- Prior experience working with a diverse population in a social service setting.
- The ideal candidate should have an understanding of the ramifications and impact of the immigration/refugee experience on families and communities.
- The ability to maintain a positive work atmosphere by acting and communicating in a manner that promotes honesty, integrity and cooperation with clients, co-workers, management, and the general public is needed.
- Ability to work independently and with a team; demonstrate a willingness to positively contribute to the growth and development of ECAHMAA's mission and values.
- The ability to negotiate and resolve conflicts is crucial.



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- Interested candidate must have a valid driver's license. Proficiency with productivity software such as Microsoft Word and Excel.

**Compensation:** Starting pay of \$33,000 to \$35,360.00 annually depending on education and experiences.

### **Hours:**

This position is a full-time position with 40 hours per week of **.60 FTE allocated toward Youth Coordinator and .40 FTE on Community Liaison**. The ability to work flexible hours is necessary; majority of the hours may range on Mondays-Fridays between the hours of 8:00 a.m. and 5:00 p.m. The ideal candidate must be available to work during group session (day of the week to be determined). Group sessions may require working late hours such as 8-9pm. Related organizational needs may require working some nights and weekends. Travel is required and can include, at the minimum, travel to Dunn County as well as occasional trainings for professional development.

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

#### **Direct Service:**

1. Has reliable transportation, a valid driver's license and vehicle insurance for client transportation.
2. Works with youth/clients by phone, email, and in face-to-face meetings.
3. Facilitate culturally specific after school curriculums for Hmong youth in the Building Bridges for Youth Program; an after-school recreation-educational program for minority youth in middle and high school in Dunn and Eau Claire Counties.
4. Provide prevention education on teen dating and domestic violence, to increase youths' academic performance, build leadership skills and focus on fostering strong bicultural identities.
5. Provide information and referrals about legal and other community resources.
6. Keeps supervisor informed of high-risk situations in work with clients.
7. Maintains professional boundaries with clients.

#### **Outreach:**

8. Develop culturally appropriate outreach strategies to engage the Hmong community in addressing crime awareness and after school curriculum for Hmong youth.
9. Participates in public community education opportunities to raise awareness based on projects which are assigned.
10. Partnering and collaboratively networking in committees which advocate against gender-based violence such as local law enforcement, court administration, city and county attorneys and other community agencies to increase client safety; when appropriate.
11. Attends and participates in planning and is present at functions that promote the program and/or organization.
12. Actively recruiting Hmong Youth for Building Bridges and Mentors for mentorship.
13. Collaborate with other program staff to provide victim services.

#### **Record Keeping and Grant Management:**

1. Assures appropriate and timely record keeping including but not limited to entering daily data (includes computer and paper forms)
2. Complete necessary program reports
3. Assist in gathering information for grant purposes and drafting grant proposals

#### **Other Responsibilities and Requirements:**



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1. Collaborate with Advocacy Program Advocates and community partners to provide education about local resources to youth; may include topics ranging from criminal court system, LGBTQIA+, sexual assault, domestic violence etc.
2. Work closely with Advocacy Program Manager to assist clients (specifically youth but not limited to...) in safety planning, identifying options, and problem solving.
3. Is committed to professional development and requests to attend a minimum of four trainings per year outside of the organization (at a minimum of 1 per quarter); attending multiple trainings is highly encouraged for self-development. These trainings must be related to domestic violence, sexual assault, LGBTQIA+, equity, diversity, disabilities, inclusiveness, stalking, harassment, criminal court, or related areas.
4. Maintains a clean, organized, and comfortable work environment within the organization which may include assigned janitorial work.
5. Communicates concerns of the organization and client needs with co-workers and management daily to assure efficient operation of the organization. Includes but is not limited to personal care items for the client, program needs, office supplies and maintenance needs.
6. Trains and supervises volunteers/mentors who join Building Bridges as appropriate, ensuring volunteers/mentors receive a well-rounded experience.
7. Performs other duties as assigned by supervisor.
8. Desire to learn and grow professionally.
9. Attends and participates in Staff meetings within the organization.

### **Physical Demands:**

1. Frequent walking, standing, ascending steps, descending steps.
2. Lifting up to approximately 20 pounds and occasional lifting of more may be required
3. Bending, stooping, reaching, twisting, typing and grasping
4. Driving an automobile with or without passengers
5. Vocal communication is required for expressing or exchanging by means of the spoken word
6. Hearing is required to perceive information at normal spoken word levels
7. Visual acuity is required for monitoring and determining needs of residents, reading forms and entering data
8. Maintain emotional control under stress

### **Environmental Factors:**

1. Work is normally performed in an office and/or residential setting but is not limited to the organization
2. Constant interpersonal interactions including speaking and hearing within an office environment
3. Employee is expected to dress in business casual attire unless the day's task requires otherwise.

### **To apply:**

Submit cover letter, resume with three professional references, and employment application to:

Mao Xiong, Advocacy Program Manager

1320 W. Clairemont Ave

Eau Claire, WI 54701

or

[Mao.xiong@ecahmaa.org](mailto:Mao.xiong@ecahmaa.org)

### **Application deadline:**

May 21, 2021