



Cia Siab, Inc.
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Office: (608) 615 - 7117 | M-F 9:00 AM - 5:00 PM
24/7 WI Hmong Family Strengthening Helpline (877) 740-4292

Position Description

POSITION TITLE

Elder Program Coordinator

ORGANIZATIONAL SUMMARY

Cia Siab, Inc. was founded in 2016 and is the sole provider of bilingual, bicultural social services in La Crosse County. Our mission is to provide culturally empowering advocacy to the Hmoob Community through holistic support services, with revitalization of the Hmoob language and culture as the foundation. Successful applicants will be able to demonstrate a commitment to racial and gender justice.

POSITION SUMMARY

Under the direct supervision of Associate Director, the Elder Program Coordinator (EPC) is responsible for supporting, planning and coordinating Elders' programming. The EPC will work with other Cia Siab, Inc. staff (Elders Advocate, Housing Advocate and Community Empowerment Coordinator), and community service providers to coordinate, design, advocate for Hmoob Elders based on their self-defined needs, such as: crisis intervention; historical trauma, gender based violence, culturally appropriate supportive counseling; domestic violence/sexual assault; and safety planning;. The EPC must have a grounded understanding of the 4 Hmoob stages of healing and must be able to help Elders navigate and understand the importance of these 4 stages (deconstruction/decolonization, relearning, reimagining, action).

POSITION RESPONSIBILITIES

- Coordinate Elders Programming including scheduling, transportation, & food delivery;
- Ensure programmatic goals are met and compile timely reports for grant funders;
- Act as a liaison to community partners that work with aging Hmoob population;
- Supervise Elders' Advocates and Elders program volunteers;
- Understand and follow safety standards in all aspects of job performance;
- Communicate and educate clients about Crime Victim Compensation; and
- Other duties as determined by the Associate Director.

This position requires frequent evening work, as well as local and regional travel.

POSITION QUALIFICATIONS

Education/Learning Experience

Required: High school diploma and a combination of relevant education, employment, and life experience.

Preferred: Bachelor's Degree in any relevant field. Familiarity with La Crosse Hmoob community. Hmong language skills.

Work Experience

Required: Two to three years working with Hmoob or Southeast Asian Refugees

Preferred: A minimum of 3 years' experience with crisis intervention and/or programming with Hmoob elders

Skills/Knowledge

Demonstrated experience organizing and executing projects in a timely manner. Familiarity with contemporary Hmoob socioeconomic issues and Hmoob clan system. understanding of cultural and language barriers for Hmoob victims when accessing the dominant culture's social and mental health services, especially for Elders with limited English proficiency. Creativity in bridging and breaking down written text and English language translation for Elders.

Demonstrated maturity in short- and long-term relationships with Hmoob children and youth.

Knowledge of the manifestations of different forms of violence in the Hmoob community; esp. Clan systems, kinship, Elder abuse. Basic computer proficiency.

COMPENSATION AND HOURS

This position is full time, 40 hours a week, including paid holidays and Personal Time Off. The ability to work flexible hours, including some nights and weekends as necessary. Occasional travel is required. Starting pay is \$18 - \$20 an hour depending on qualifications and experience and includes health, dental, vision and simple IRA after probationary period (3 months).

LICENSES AND CERTIFICATIONS

Required: Valid Driver's License; successful completion of Wisconsin Caregiver background Check and national and state sex offender registration background checks

PHYSICAL REQUIREMENTS/DEMANDS OF THE JOB

Work involves fairly light and simple types of physical exertion with average weight materials or equipment, but not requiring effort so continued or sustained as to result in more than minor fatigue consequences. Ability to sit for long periods of time. This position does not offer the possibility of remote work; work activities require the employee to be on-site.

Acknowledgement Statement

By signing this form, I acknowledge I have received, read, and understand that I must strictly observe and ensure compliance and requirements detailed in the position description. I understand that all positions are subject to the availability of funding. I acknowledge that Cia Siab, Inc. is a smoke, drug, alcohol and controlled substance free environment. I also understand that Cia Siab, Inc. is an “at will” employer and that my employment may be terminated at any time without due cause.

Executive Director

Date

Youth Program Coordinator

Date

**POSITION DESCRIPTIONS ARE NOT INTENDED TO BE EXHAUSTIVE LISTS OF ALL
RESPONSIBILITIES, SKILLS, OR EFFORTS.**

**THEY ARE INTENDED TO BE ACCURATE SUMMARIES OF WHAT THE POSITION INVOLVES AND
WHAT IS REQUIRED TO PERFORM IT.**

... Cia Siab, Inc. is a Non Profit Organization & Equal Opportunity Employer