



November 10, 2022 – updated 3/14/2023

## **PCDC Out of School Time (OST) Program: Supportive Services Coordinator Job Description**

### **PHILADELPHIA CHINATOWN DEVELOPMENT CORPORATION**

PCDC was established in 1966 as a nonprofit, grassroots, community-based organization. Its mission is to preserve, protect, and promote Chinatown as a viable ethnic, residential, and business community. Programs focus on providing affordable housing and related services to all members of the community, neighborhood planning and advocacy, economic and industrial redevelopment, and general family support services.

### **JOB DESCRIPTION**

The Philadelphia Chinatown Development Corporation (PCDC) is searching for a full-time Supportive Services Coordinator. This is a new position within Out-of-School Time (OST) organizations. This position will work with staff to increase student accessibility to our OST program. The coordinator will work with program staff to complete and support Student Accommodation plans. This includes connect students and their families to the relevant supports such as connections to health resources (mental, behavior or physical), immunizations, parenting classes, benefits access, food resources, transportation, clothing, etc. This position will also support with ensuring student participants have the accessibility supports they need to participate in summer OST programs.

\*Chinese/English Bilingual is strongly preferred

### **DUTIES AND RESPONSIBILITIES**

- Be trained on how to create an accessible program and collaborate with Site Director on developing an inclusive environment within their OST Program.
- Support Site Directors develop training plans for staff to ensure they have appropriate training in SEL, Behavior Management, Differentiated Learning, etc.
- Complete an intake to assess the needs of the students during the registration process or as referred by the Site Director or Parent/Guardian
- Participate in the development of a plan to support students engage in program successfully. The meeting should include youth, Site Director, Parent/Guardian, and others as needed.
- Monitor the implementation of the plan by checking in with Site Director, parent/guardian, youth.
- Identify and coordinate program-level supports including staff training, technical assistance from Variety and PHMC, assistive equipment and technologies, and/or other materials to support students successfully.
- Document Plan and have available on site for review and updates as necessary.
- Monitor student progress using student logs and or identify the need for additional supports.
- Assist Student's Family with registering them for services and supports with external service providers.
- Inform Family of appropriate community resources.
- Support the site director(s) with family engagement and outreach with respective case load.
- Develop and maintain a resource directory for students and their families.

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## COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of students in a diverse community.
- Experience implementing trauma informed activities that support behavioral health or social emotional learning.
- Ability to gather data, compile information, and prepare reports.
- Ability to monitor, assess and record student progress against accommodation plan, and adjust plans and services.
- Knowledge of community health care and vocational services.
- Ability to plan, implement, and evaluate service and accommodation plans for children.
- Problem solving skills and ability to multi-task.
- Chinese/English Bilingual is strongly preferred.

## EDUCATION AND EXPERIENCE

- BA/BS in Social Work or a closely related field (i.e., related fields are social services, sociology, psychology, theology, education, criminal justice, human services, and public administration)
- Experience in in early intervention, early childhood special education, social work, early childhood education, child development, special education, family counseling, family studies, social welfare, psychology or other comparable social sciences
- One or more years of experience working with or providing services to children, families, or individuals with disabilities through care coordination or case management.
- Experience preferred working in a School/day program setting with students, facilitating meetings, and working in groups.
- Other preferred experiences are speaking and writing in a second languages (Chinese community); ASL, and skills related to cultural or adaptive areas are also preferred.
- Must be able to get the following clearances: Child abuse clearance, FBI clearance, and Criminal Background check.
- Experience with urban settings and diverse populations
- Excellent interpersonal and communication skills

## COMPENSATION

\$40,000 - \$44,000 based on experience.

## PREFERRED START DATE

ASAP

Send cover letter and resume to PCDC, Attn: Rosaline Yang, 301 North 9th Street, Philadelphia, PA 19107 or email to [ryang@chinatown-pcdc.org](mailto:ryang@chinatown-pcdc.org).