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Cambodian Association
of Greater Philadelphia

5412 North 5th Street | Philadelphia, PA 19120 | 215.324.4070
2416 South 7th Street | Philadelphia, PA 19148 | 215.389.0748

EMPLOYMENT OPPORTUNITY

Announcement: 11/13/2024

Open Position	Case Manager (Khmer)
Program	Family Support Services
Status	Full-Time Non-Exempt
Hourly Rate	\$15.00 - \$18.00 (pending experience) 40 hours per week
Benefits	● Paid Health Benefits: Health, Dental, & Vision ● Paid Meal Break ● Paid Time Off ○ Paid Holidays ○ Paid Vacation ○ Paid Sick Day ○ Paid Personal Day ○ Paid Parental Leave ○ Paid Bereavement Requests ● Overtime Pay

About the Organization

The Cambodian Association of Greater Philadelphia (CAGP) is the city's foundation of social, health, and educational programs for Cambodian and Cambodian Americans for over forty years. With two facilities located in North Philadelphia and South Philadelphia, CAGP has provided programs and services for thousands of community members and hundreds of families since 1979. Our team reflects the community we serve and is matched with a wealth of experiences and knowledge to effectively support the needs of immigrants and refugees. Our programs address the intersectional identities and disparities within our Cambodian and Southeast Asian communities.

Position & Program Summary

Family Support Services is responsible for providing case management social services, benefits screening, providing direct services surrounding health resources, and meeting impact goals that directly serve families from low-income, immigrant, and refugee neighborhoods.



RESPONSIBILITIES

A. Direct Service:

- Provide programs and services in the Khmer and English languages.
- Provide social services, benefits screenings, and needs assessment.
- Assist and guide clients with benefits application and enrollment.
- Assist with new enrollment or maintain enrollment of health insurance.
- Manage case notes after conducting services.
- Translate and interpret client documents, paperwork, or applications.
- Share information on various resources and programs.
- Offer off-site interpretation services based on program funding.
- Represent the organization at meetings with partner organizations and agencies.
- Assist with video, audio, and print outreach activities and efforts surrounding health and social services.

B. Outreach & Engagement:

- Outreach and build relationships with the Khmer community members to gain access to CAGP programs and services.
- Increase the number of Khmer and non-Khmer clients through marketing and outreach campaigns.
- Coordinate community activities on social services, health & wellness, and civic engagement.
- Participate in partnership meetings representing the organization and community.
- Outreach to current clients and members about community events.
- Support outreach and engagement initiatives.

C. Reporting:

- Provide documents, data, and mandatory program reports to be submitted in a timely manner to funders.
- Create and administer forms and surveys to evaluate services and programs.
- Manage case notes, sensitive records, and demographic information of clients.
- Manage database of clients.

ELIGIBILITY REQUIREMENTS

- Minimum Bachelor/Associate Degree in sociology, human services, psychology, health and human development, or related fields **OR** Minimum 2 years experience providing social services.
- Verbal fluency in the English and Khmer languages.
- Ability to maintain client confidentiality.
- Self-motivated with taking the initiative in planning and completing tasks.
- Ability to commute.
- Flexibility to work evenings and weekends.
- Must be welcoming and respectful to clients and members.
- Excellent organizational skills and ability to carry out multiple tasks.
- Ability to be flexible and adaptable in various work environments.
- Exceptional public speaking skills and interpersonal relationship support.
- Proficient in Microsoft Office and Google Drive



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Interested Applicants

Please email your cover letter and resume to
Sarun Chan, Executive Director sarun@cagp.org

The Cambodian Association of Greater Philadelphia is an equal opportunity employer