Housing Program Assistant (Bilingual Chinese/English)

For over forty years, the Chinese American Service League has been the largest, most comprehensive nonprofit social service agency in the Midwest dedicated to the physical, economic, and emotional health of Asian Americans—as well as people of all races, ethnicities, religions, lifestyles, and needs in the greater Chicago area.

Our comprehensive programs provide an educational and cultural foundation for children, ensure seniors live full and independent lives with dignity, enhance education and training for tomorrow’s workforce, strengthen families while honoring cultural heritage, secure our community's housing and financial well-being, and achieve positive social systemic change through advocacy.

Our multilingual, multicultural employees know the challenges of the immigrant experience and strive to have a positive impact for over 10,000 people we serve annually. Supported by CASL, our immigrant community members live prosperous and empowered lives integrating the best of all cultures.

Position Summary

The Housing Program Assistant reports to the Employment and Financial Empowerment (EFE) Manager and assists in running Energy Assistance and Small Accessible Repairs for Seniors (SARFS) programs. (S)he performs a variety of secretarial and clerical duties.

Duties and Responsibilities

(S)he intakes clients and processes applications for housing programs such as SARFS, LIHEAP, etc., photocopies necessary documents, and records case notes. (S)he also provides paperwork assistance and clerical services, such as typing materials in Chinese, for housing programs, and records basic personal data for incoming clients and sets appointments for EFE Manager or Housing Counselor. (S)he also answers any housing and financial related inquiries over the phone or in person, and fills out forms or interprets letters and documents for clients.

Minimum Requirements

(S)he must have a high school diploma or equivalent with a minimum 2 years of related work experience. Ability to speak, read and write English and Chinese, and to use computer and MS Office programs such as MS Word, MS Excel, MS Access, etc.

HOW TO APPLY

In order to be considered for this position, you MUST apply on ADP at the below link:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=a8a03f02-5a45-4f1a-9a9c-b004a54c41f2&ccId=19000101_000001&type=JS&lang=en_US

Please highlight the above link and paste in your browser to send your resume and cover letter. The link will send you to our ADP screening site where your application will be reviewed for further consideration.

EEO