Wellness & Social Service Counselor I (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 Wellness & Social Service Counselor I reports to the Manager of the Community & Family Well-Being Department and provides social services to Community & Family Well-Being (CFW) clients. (S)he reaches out and educate clients on social benefits, latest updates, and assists in running health-related evidence-based programs.

Duties and Responsibilities

Provide Social Services to CFW. Screen clients’ eligibilities, provide translation and interpretation assistance, and assist them in applying for social benefits. Provide one-on-one educational sessions to clients on health access and literacy. Maximize clients’ utilization of CASL’s services and community resources by referring them to other programs inside or outside the agency for clients’ special needs. Follow up on clients’ application status. Enter all client efforts into CASL’s Sales Force database system.

Education/Experience:

Bachelor’s degree from an accredited university, Associate degree with at least 4 years of working experience, or High School diploma with at least 8 years of related working experience.

Skills/Knowledge:

Have keen interest to work with clients of all ages. Have good speaking, reading and writing skills in Chinese and English (Cantonese is preferred. Toishanese and/or Mandarin a plus). Be able use general computer applications for Word Processing and Data Entry purposes, email, as well as internet research. Basic end-user level understanding and experience with Salesforce is a plus.

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-b004a54c4f2&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.

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