



5110 North Broadway, Chicago, IL 60640
Phone: (773) 728-3700
Fax: (773) 728-0497
www.hnvi.org

Site Coordinator Job Posting

About the Organization

Founded in 1976, The Vietnamese Association of Illinois (VAI) is a 501(c)(3) charitable organization that focuses on serving diverse communities of all ethnicities and religions, fostering unity, and promoting Vietnamese American identity.

Since its founding, VAI has served thousands of Vietnamese Americans and other ethnic communities through facilitating resettlement and citizenship, building community, seeking employment, addressing healthcare issues, raising political awareness, providing educational opportunities, addressing multigenerational issues for seniors and youth, establishing and expanding businesses, and strengthening cultural heritage. VAI's current services include adult literacy and civic education instruction, immigration and legal aid, senior in-home care, and youth programs.

About the Role

Job Title: BRAVE (Building Resilience Against Violence Engagement) Site Coordinator

Reports To: VAI Youth Program Manager and Loyola University of Chicago (LUC) BRAVE Project Manager

The BRAVE Project is a research and demonstration project to prevent minority youth, ages from 12 to 15, from violence engagement in five communities in Chicago. Collaborating with diverse community agencies (e.g., schools, social service agencies, law enforcement, behavioral health clinics), this project develops a comprehensive minority youth violence prevention model, collects and analyzes 4 years of longitudinal data, and disseminates the outcomes to academia and mental health professional fields. The BRAVE Project is in year two of four years. **This position is located at VAI's Chicago office in the Uptown/Argyle community.**

Core Responsibilities:

- Maintain active youth of 33 ethnic minority students ages 12-15, who have been exposed to, experienced, and/or directly involved in violence using LUC provided tools
- Obtain student's unidentified academic records, behaviors, disciplinary actions, school interventions, etc. for reducing violence and improving their academic achievement
- Provide individually tailored case management services
- 1-hour weekly cultural, social, recreational group program (e.g. YES, TIP, Dating Violence Prevention, etc.)
- Engage with parents through check ins and Parent related events
- Seek partnerships with community agencies to provide youth additional programs and/or services



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- Refer high-risk students/family to public mental health clinics for psychiatric evaluation, individual and/or family counseling services
- Organize and implement summer program for 6 weeks including 1 week of Loyola summer camp
- Oversee BRAVE interns and volunteers
- Recruit BRAVE volunteers for VAI site
- Provide academic tutoring services for 4 hours a week
- Attend BRAVE agency partner monthly meeting
- Closely work with Youth Program Coordinator to align programming initiatives
- Attend community events to represent the VAI youth program

Job Qualifications:

- **2-3 Years of case management experience** working with at-risk minority youth and diverse communities
- Bachelor's degree in Social Work or equivalent (MSW/MA degree preferred)
- Up to 20-25 hours/week; required program hours at VAI are **Monday-Friday, 3 pm-6 pm** and occasional weekend field trips
- Starting date – Immediate

Additional Information

This is a part-time hourly position based at VAI's Chicago office. Compensation is offered at \$15 per hour to the qualified candidate.

How to Apply

Please submit your cover letter, resume, and two writing samples to Sandra Ortiz, Youth Program Manager, at sandra.ortiz@hnvi.org with "Site Coordinator Position – [Insert Your Name]" as the email subject line.

VAI is proud to be an equal opportunity employer committed to fostering a diverse and equitable environment. VAI does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.