



5110 North Broadway, Chicago, IL 60640

Phone: (773) 728-3700

Fax: (773) 728-0497

www.hnvi.org

Job Announcement: Community Resource Lead

The Vietnamese Association of Illinois (VAI) is a state-wide organization serving thousands of diverse ethnic refugee and immigrant communities in Chicago and DuPage County. Our mission is to foster unity and solidarity among Vietnamese people in Illinois. Since its founding, VAI has assisted in the resettlement of refugee families, helped people apply for citizenship, built community through services and programs, and increased civic engagement through community outreach.

The Community Resource Lead will provide social services and orientation to immigrants, refugees, and asylees with the goals of removing barriers to navigating public assistance and to support people's well-being and to achieve their own goals towards comfortable living.

Responsibilities:

- Assist clients in applying for and accessing public programs and conduct case services through one-on-one meetings with immigrants to determine their needs;
- Provide referrals and assistance to access health and welfare programs for individuals, regardless of immigration status;
- Conduct outreach activities, including workshop and informational sessions regarding VAI services and other community resources to immigrant clients/communities;
- Create and distribute information related to program activities through pamphlets, social media posts, website, and other platforms to reach community members;
- Manage cases, including but not limited to mediating with the Illinois Department of Human Services (IDHS) as needed to ensure clients continue to receive IDHS-administered benefits;
- Provide interpretation and translation services for community members, as requested;
- Meet all case reporting requirements within established timelines and standards, and contribute to completion of other reports as needed;
- Attend trainings and workshops, in order to keep up-to-date with changing regulations and availability of community resources and in support of strategic and coalitional partnerships;
- Perform other related duties and responsibilities as assigned and needed by the organization.

Qualifications:

- Excellent writing and communication skills with experiences in public speaking and presentation;
- Excellent analytical, organizational, and project management skills, and ability to multitask effectively;
- Experience in direct services and facilitating conversations with diverse groups of people;



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- Ability to communicate and build relationships effectively with community members and with a high degree of excellence to service;
- Ability to work with a highly diverse group of mission-driven staff with a range of substantive experiences and expertise;
- Ability to lead and work independently and in collaboration with community advocates and community-based organizations;
- Highly motivated and self-starting;
- Strong skills with Microsoft Office and general computer literacy;
- Foreign language fluency strongly preferred, particularly Vietnamese, Khmer, Mandarin, Arabic;
- Experience with Salesforce or other forms of case management software is a plus.

Job Type: Part-time position

If interested, please submit a cover letter, writing sample, resume, and three references to InfoVAI@hnvi.org with “Community Resource Lead [Name]” in the email subject line.

VAI is 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.