



08/30/07

GANG INTERVENTION

Position Title: Program Assistant /Parent Aide, part-time
Reports To: Project Director
Salary Range: \$9 - \$12

Under the supervision of the Project Director, the Program Assistant/Parent Aide will be responsible for the implementation of the parenting education component of a Los Angeles County Department of Probation funded Gang Intervention Program.

Duties and Responsibilities:

- Provide participating parents with group parent education utilizing a department of probation curriculum;
- Administer pre and post tests to participating parents;
- Participate in case coordination with the Gang Intervention Projects Director/Case Coordinators as needed;
- Participate in related training and meetings, and activities as directed by supervisor;
- Maintain accurate documentation of services in accordance with AYC policy, the requirements of the funding source, and law;
- Submit service data in weekly, monthly, quarterly, and annual reports to AYC, and to the funding source in an accurate and timely manner; and
- Perform other related or non-program duties and tasks as assigned by Supervisor.

Qualities and Requirements:

1. Bachelors Degree preferred, a minimum of two years of college or AA degree required;
2. At least 2 year related working experience required;
3. Experience working with Asian & Hispanic children, youth, and parents;
4. Willingness to work evenings and/or weekends;
5. Willingness to travel locally;
6. Bilingual English and Chinese, Vietnamese, or Spanish Required; and a
7. Valid CA drivers' license, excellent driving record, and auto insurance.

Please send a cover letter and resume to: Michelle Freridge by fax (626) 309-0717 or email michelle.freridge@asianyouthcenter.org Our web site is www.asianyouthcenter.org

Asian Youth Center is an equal employment opportunity employer and adheres to hiring practices in accordance with Federal and State regulations.