JOB OPPORTUNITY

Job Title: Director of Community Wellness and Social Services
Reports To: CEO
Job Location: Seattle, WA
Hour/Schedule: Full-time, Exempt

ABOUT KIN ON

Kin On is a non-profit organization rooted in the Asian community for more than 35 years. Kin On's mission is to honor and support elders and families by offering culturally Asian and linguistically appropriate healthy living services in a healthy living community. Kin On is an aging-friendly community which includes the Rehab & Care Center and Supportive Housing facilities. Additionally, Kin On offers Home Care, Social Services, Health Home and Healthy Living program serving Asian older adults in our community.

JOB DESCRIPTION

The Director of Community Wellness and Social Services is responsible for leading the Healthy Living programs, Social Services, and Health Home at Kin On. This position serves as a member of the Leadership Team and reports to the CEO.

ROLE AND RESPONSIBILITIES

Working in conjunction with the CEO and the Leadership Team to develop and execute on Healthy Living initiatives and Social Services and by:

- Support and advocate for Kin On mission, vision and core values
- Oversee the operation of the Family Caregivers Support Program
- Assist in the implementation and development of the Health Home program
- Formulate, implement, promote and facilitate community-based programs including education forums, workshops, and social activities, including but not limited to:
  - Evidence-based programs
  - Physical fitness/wellness
  - Creative aging
  - Health or healthcare education
  - Technology
  - Social and community engagement
- Participate in community outreach, marketing and fundraising functions
- Conduct program specific client assessment
- Oversee informational and referral services based on client’s needs
- Ensure program and service provision follow best practice and are in compliance with all applicable government guidance
- Maintain good communications and relationships with regulatory and/or funding entities (i.e., DSHS, ADS, King County) on program related matters
- Supervise and mentor staff
- Prepare program invoice and report as required
- Direct the creation and distribution of regular communications and newsletters to the Asian senior community
- Develop and maintain community partnerships and build goodwill for the Kin On brand
- Collaborate with other departments to deliver Kin On goals and meet the needs of the community
- Maintain client database for Kin On community program participants
- Meet annual budget goals and objectives
- Work closely with the Volunteer Committee to recruit community volunteers to lead or assist with regular programming and special events
- Perform other duties as assigned
MINIMUM QUALIFICATIONS
- Bachelor’s degree in social work, human services or related fields, or four (4) years of relevant experience
- Five years of work experience in social or health service
- Experience in the health care industry is a plus
- Bilingual in English and Chinese strongly preferred
- Candidate must be authorized to work in the United States

KNOWLEDGE, SKILLS AND ABILITIES
- Strong knowledge of social work, human services and healthy living practices and/or willingness to acquire knowledge quickly
- Demonstrated ability to build credibility and confidence with a wide variety of employees, community partners and leaders as a trusted advisor and confidant. Ability to influence individuals at all levels of the organization
- High level of professionalism, and ability to balance urgency and decisiveness with patience and compassion. Excellent interpersonal and communications skills, characterized by presence, respect for others, good listening skills, clear verbal, written and thinking skills, an open mind and the ability to think on his/her feet
- Strong project management skills, effective organizational skills, business and HR acumen, including strong problem-solving skills, critical thinking and analysis with high attention to detail
- Ability to present information effectively and respond to questions from individuals, groups, students, employees, managers, clients, customers and the general public
- Ability to work collaboratively and independently in a socio-culturally and economically diverse setting

WORK ENVIRONMENT
This role interacts with a community-based organization. Work is performed within a normal office environment.

TO APPLY: Please send resumes and cover letters to the HR Manager via careers@kinon.org. Only qualified individuals being considered will be contacted for an interview.

Kin On is an Equal Opportunity Employer. Kin On prohibits discrimination and harassment against any employee or applicant for employment because of race, color, age, religion, sex, national origin, sexual identity or expression, sexual orientation, disability, veteran, military or marital status, genetic information or any other protected status.