



## JOB ANNOUNCEMENT

**POSITION:** Care Advocate  
**STATUS:** Non-exempt; Full time  
**REPORTS TO:** Adult and Senior Services Manager  
**SALARY:** Commensurate with experience and qualifications

Asian Pacific Health Care Venture, Inc. is a community health center whose mission is to advocate for and provide quality health care services to all persons in a culturally competent manner. We offer service with a particular focus on low-income families and underserved Asians and Pacific Islanders. We also offer programs of health education and community economic development within our catchment area as well as other regions in Los Angeles County.

The Care Advocate will assist low and moderate income Filipino older adults and their caregivers to access services that have been demonstrated to help maintain independence and quality of life. The Care Advocate must be able to work with senior clients and their caregivers in an empathetic and caring manner. He/she must have patience and convey a warm, caring attitude for clients. He/she must be able to work efficiently and accurately with minimum supervision. He/she must be willing to learn new skills and be able to work with people of diverse cultural, educational, social, economic, and linguistic backgrounds.

APHCV expects all employees to respond and participate to emergency situation per emergency policies and procedures.

### DUTIES AND RESPONSIBILITIES:

- Plan and conduct family care giving workshops or educational seminars or events
- Conduct outreach to bring awareness about family care giving issues to the Filipino community
- Plan and conduct caregiver trainings to family caregivers
- Plan and conduct caregiver support groups
- Make referrals to appropriate resources, including family caregivers to respite funds managed by the Los Angeles Caregiver Resource Center and legal services at Bet Tzedek – The House of Justice
- Provide documentation, progress reports and performance goals as required by the service subcontract and/or by the supervisor
- Ensure all required reports are submitted in a timely manner
- Translation as needed for family caregivers to access programs and services
- Establish and maintain relationships with other organizations that benefit seniors and family caregivers
- Work cooperatively with other organizations that benefit seniors and family caregivers
- Attend trainings, seminars, and conferences as assigned
- Attend all required and appropriate meetings, including TA meetings with LTSC mentor
- Perform other duties as assigned

### QUALIFICATIONS:

- Bachelor's degree in Social Work, Sociology, Gerontology, or related field, OR one year experience in social service, community or non-profit agency
- Knowledge of Filipino culture; bilingual in English-Tagalog strongly preferred
- Demonstrated ability to handle and prioritize multiple tasks using effective time management
- Strong written and oral communication skills, facilitation/presentation skills, and organizational skills
- Ability to use a personal computer, internet, Outlook e-mail, MS Office applications

### HR Procedural requirements:

- Legal authorization to work in the United States
- A valid California Driver's license with clean records and access to insured automobile
- Completion of APHCV Health Assessment Form
- Completion of DOJ background check

### Physical requirements:

- Must be able to materially perform the task normally associated with the position including but not limited to: ability to lift up to 45 lbs.

### E-MAIL or FAX resume and cover letter to:

Jocelyn Estiandan, Adult and Senior Services Manager  
jestiandan@aphcv.org  
(323) 644-3892 fax

Asian Pacific Health Care Venture, Inc. is an Equal Employment Opportunity Employer (EEOE) and adheres to hiring practices in accordance to Federal and State regulations.