



KCS
WWW.KCSNY.ORG

THE KOREAN COMMUNITY
SERVICES OF METROPOLITAN
NEW YORK, INC.

뉴욕한인봉사센터

ORGANIZATION: Korean Community Services of Metropolitan New York, Inc.
POSITION TITLE: Part-Time Program Coordinator
DEPARTMENT: Social Adult Daycare Center
REPORTS TO: Manager

ABOUT THE ORGANIZATION:

Founded in 1973 as the first community-based social service agency targeting the Korean population,

The Korean Community Services of Metropolitan New York, Inc. (KCS) is a nonprofit 501(c)(3) multi-social service organization supported by government agencies, foundations, corporations and concerned individuals. The objectives of KCS are to develop and deliver a broad range of social service programs to meet the various needs of the community. In order to achieve these objectives, KCS provides various professional community service programs in the areas of Community, Aging, Workforce Development, and Public Health.

The KCS Social Adult Daycare Center (SADC) was established for seniors who have physical or mental disabilities but want to be a part of the community. The center provides various activities such as dancing, singing, origami, physical exercise and recreation. Joining the KCS Social Adult Daycare Center will help seniors have a happy and healthy lifestyle.

Starting in May 2006, the Social Adult Daycare Center is the newest Aging Program at KCS and is one of the first to take residence in the new community center. Based on the social model, the SADC has two aims:

- To provide isolated seniors an opportunity to get out of the house and receive both mental and social stimulation
- To give caregivers a much-needed break in which to attend to personal needs, or simply rest and relax

ABOUT THE POSITION:

The Aging Department is seeking a part-time program coordinator to assist/support plan, arrange, and monitor recreation services delivered to the elderly. They will develop and maintain 'Service Plans' and 'Care Plans' for clients while also maintaining their files and documentation.

HEADQUARTERS
(ADC | EDUCATION |
HR | IMMIGRATION |
PHRC | WF Develop.)

203-05 32nd Ave,
Bayside, NY 11361
Tel: 718-939-6137

154-05 Northern Blvd.,
3rd Fl. Unit #301-A,
Flushing, NY 11354

100 Grove St,
Tenafly, NJ 07670

**OLDER ADULT
CENTER**

42-15 166th St,
Flushing, NY 11358
Tel: 718-886-8203

37-06 111th St,
Corona, NY 11368
Tel: 718-651-9220

633 W 115th St,
New York, NY 10025
Tel: 718-886-8203,
347-923-0124

**PUBLIC HEALTH AND
RESEARCH CENTER (1)**

315 5th Ave, #705,
New York, NY 10016
Tel: 212-463-9685

2460 Lemoine Ave, #400P,
Fort Lee, NJ 07024
Tel: 201-364-8375

103-04 39th Ave, #103,
Corona, NY 11368
Tel: 917-396-4149

**PUBLIC HEALTH AND
RESEARCH CENTER (2)**

410 Broad Ave, #201,
Palisades Park, NJ 07650
Tel: 201-429-2866

154-05 Northern Blvd., #301-A
Flushing, NY 11354
Tel: 718-939-6137

**WORKFORCE
DEVELOPMENT**

325 West 38th St, #1107,
New York, NY 10018
Tel: 929-300-8630,
929-341-8302

410 Broad Ave, #201,
Palisades Park, NJ 07650
Tel: 201-429-2866

**MENTAL HEALTH
CLINIC**

42-16 162nd St, 2FL,
Flushing, NY 11358
Tel: 718-366-9540

35-56 159th St., #2fl
Flushing, NY. 11358
Tel: 718-939-6137

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Key responsibilities include, but are not limited to:

- Planning, Arranging, enacting, monitoring and improving recreation services delivered to the elderly
- Developing & maintaining 'Service Plans' and 'Care Plans' for the clients
- Maintain client files/documentation and add new information as it becomes available
- Help clients fill out paperwork and attend to correspondence
- Assisting the Program Manager and Director with other administration & programs of KCS as Needs

REQUIREMENTS:

- Interest, enthusiasm, and affinity for KCS's mission
- A strong commitment to the Asian American Community and KCS' mission
- BA from an accredited college/university in Recreational Therapy or Human Service related field preferred
- Preferred to have experience in activity or wellness program development for the elderly
- Preferred to have experience in Managed Long Term Care for the seniors
- Be creative, be computer literate, and possess above-average communication skills.
- Bilingual (English and Korean)

COMPENSATION:

\$17/hr

To apply, please send a copy of your resume to sojung@kcsny.org For more information about KCS, please visit www.kcsny.org.

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