CISC, a non-profit organization, helps immigrants throughout King County achieve success by providing information, referral, advocacy, social, and support services.

**JOB ANNOUNCEMENT**

**TITLE:** Care Coordination Specialist

**REPORTS TO:** Program Director

**HOURS:** Full-time Monday – Friday, Non-Exempt position

**STARTING PAY:** $23.00 per hour (depending on experience)

**BENEFITS:** Medical, dental, vision, vacation & sick leave

**JOB SUMMARY:** CISC is a non-profit organization, founded in 1972, that supports immigrants and their families by creating opportunities for them to succeed, while honoring their heritage. We provide youth, family, and senior services including preschool, after-school, ESL/naturalization, in-home care case management, and healthcare navigation programs. We serve Chinese, Russian, Latino, Vietnamese and other immigrant communities at our office locations and numerous community-based sites throughout King County, Washington.

CISC receives funding from various sources to provide care coordination services to support low-income, NES/LES Chinese seniors and disabled adults in need of comprehensive assistance in accessing health care services and related resources. Through language and culturally appropriate case management services, seniors and disabled adults will be able to maintain their health stability and reduce unnecessary emergency visit and hospitalization with a care plan that is developed based on a person-centered approach. Care coordination services will also reach out to institutions and hospitals and other health care setting to facilitate and coordinate care coordination to clients in transition back to the community. Service areas cover Greater Seattle and King County, through on-site and outreach activities in various setting such as client’s home, care facilities and/or hospitals.

**JOB DUTIES:**

- Assist the supervisor to implement outreach and marketing plan including media advertising, community workshop, promotional flyers for the purpose of identifying and recruiting potential care coordination clients
- Conduct initial psycho-social assessments, create action and care planning, monitor case development and follow-up through working closely with clients, and/or the family caregivers, care providers and community resource providers.
- Perform re-assessment and revise care plan development when necessary.
- Provide information and direct assistance through crisis intervention and other support such as translation, interpretation, clerical assistance and/or advocacy to clients to access resources and programs available from the City, State and Federal government.
- Provide supportive counseling to clients on individual or family issues.
- Make appropriate referrals to and follow-up with agency and/or community partners for further assistance to clients.
- Participate in network and community meeting that promote program collaboration in meeting client’s need.
- Maintain and update client’s service record documentation such as intake and screening, assessment, progress notes, care plan development, etc.
- Prepare monthly reports of required client data and
- Other duties assigned
QUALIFICATIONS:

- Proven work experience in case management and counseling, and interested in working with vulnerable special population.
- Solid knowledge in long-term care and community based in-home care programs of Washington State.
- Bachelor’s degree in behavioral or health sciences and two years paid-on-the-job social services experiences; or
- Bilingual in English and Chinese (Mandarin and Cantonese). Excellent communication and report writing skill.
- Demonstrated multi-tasking skill and ability to work under pressure and tight deadline.
- Outgoing and independent.
- Valid Washington State driver’s license, access to vehicle for personal use, and auto insurance.
- Must be able to use computer and information technology fluently in daily works.

COVID-19 VACCINATION REQUIREMENT:

Beginning on December 5, 2021, all CISC employees will be required to be fully vaccinated against COVID-19. Upon hire, you will be required to submit proof of vaccination. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation in accordance with applicable laws.

LOCATION:
CISC Office
611 S Lane ST
Seattle, WA 98104

APPLICATION:
Submit resume and cover letter to:
CISC
Attn: Human Resources
611 South Lane Street
Seattle, WA 98104

Or email resume and cover letter to: jobs@cisc-seattle.org

CLOSING DATE:
Open until position filled

CISC is an Equal Opportunity Employer

CISC is an Equal Opportunity Employer and dedicated to a policy of non-discrimination in employment on any basis including race, color, creed, citizenship status, national origin, ancestry, gender, genetic information, sexual orientation, gender expression or identity, age, religion, pregnancy or pregnancy-related condition, physical or mental disability, marital status, veteran status, political affiliation, or any other characteristic protected by law. Reasonable accommodation will be provided for persons with disabilities.