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

JOB ANNOUNCEMENT

TITLE: Case Management Program Assistant (Chinese Speaking)

REPORTS TO: Case Management Supervisor
HOURS: 30 hours per week, daytime hours
PAY RANGE: $21.00 - $23.00 per hour

ABOUT: 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 immigrants who speak Cantonese, Mandarin, Russian, Vietnamese, Spanish and additional languages at our office locations and numerous community-based sites throughout King County, Washington.

Our core values are Community, Compassion, Empowerment, Equity, and Inclusion. Read more about our core values, Land Acknowledgement, and equity statement at cisc-seattle.org/about-us.

JOB SUMMARY: This is a full-time non-exempt position to support the Case Management services of the Elderly Program. The Case Management Program Assistant will provide information and assistance and follow-up services through outreach to Chinese speaking case management clients who are residing in targeted senior or low-income housing. Experience in working with low-income and/or limited or non-English speaking immigrant families, disabled adults and elderly in Seattle/King County highly desirable. This position will work 30 hours per week and extensive outreach is required.

Outreach sites for this position:

<table>
<thead>
<tr>
<th>Senior Housing Site</th>
<th>City</th>
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</thead>
<tbody>
<tr>
<td>Hutchison House</td>
<td>Issaquah WA 98027</td>
</tr>
<tr>
<td>Elbert House</td>
<td>Bellevue WA 98008</td>
</tr>
<tr>
<td>Ellsworth House</td>
<td>Mercer Island</td>
</tr>
<tr>
<td>Cedar River Terrace</td>
<td>Renton 98057</td>
</tr>
<tr>
<td>Patricia Harris Manor</td>
<td>Redmond 98052</td>
</tr>
</tbody>
</table>

JOB DUTIES:
- Provide information and direct assistance such as translation, interpretation, clerical assistance to case management clients in the application or renewal of their financial, medical, and other benefits such as basic food, energy assistance, housing, etc.
- Schedule medical transportation for clients
- Follow-up with applications
- Update case managers with the services provided and/or changes of the clients
- Identify potential clients for the case management program
- Complete and submit monthly data tracking report in a timely manner
- Participate in regular Chinese case management check-in meeting
- Other duties assigned
QUALIFICATIONS:
• Knowledge of city, state and federal public assistance programs and experienced in working with diverse population
• Excellent customer service skills.
• Fluent in English and Chinese, verbal and written (both Cantonese and Mandarin).
• Valid Washington State driver’s license, access to vehicle and auto insurance for outreach.
• Energetic, outgoing and a team player.
• Employees must reside in Washington state and be within a reasonable distance to their King County worksite to respond to workplace reporting requirements.
• Preferred: Certified ACA In-Person Assister
• Preferred: Bachelor’s degree in social service or related human services field
• Preferred: Proficiency in MS office and Chinese typesetting preferred.

BENEFITS:
• Health Insurance (Medical, Dental, and Vision)
• Flexible Spending Arrangement plan
• Life insurance
• Accrue up to 8 hours paid sick leave per month
• Accrue up to 8 hours paid vacation per month
• Accrue up to 3 paid floating holidays annually
• 10 paid holidays annually
• 401k Retirement plan (with employer discretionary contribution + matching contribution)
• Transportation stipend (available for staff required to work at the Seattle office location)

LOCATION:
CISC Office
611 South Lane Street
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.