



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 Manager (Bilingual in Russian)

REPORTS TO: Case Management Program Supervisor

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

PAY RANGE: \$27.83 per hour - \$31.00 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: The **Case Manager** works independently, and as part of a team, in providing professional in-home care case management services to disabled Chinese speaking adults and elderly in the Seattle/King County areas. This is a full-time (40 hours per week) non-exempt position, and the case manager reports to the Case Management Supervisor.

JOB DUTIES:

- Determine clients' eligibility for state funded in-home care or other case management support programs
- Conduct comprehensive psycho-social assessment and develop and implement an initial or ongoing plan of care which enables clients' abilities to maintain their independence in the community
- Provide formal and informal referral service to community resources; case management services in a multidisciplinary approach to service delivery; crisis counseling and intervention to individuals
- Develop a care plan that maximizes the physical, social and emotional capabilities of the client
- Provide on-going case monitoring to meet the changing needs of clients
- Identify potential case management clients and link them with an appropriate in-home care program
- Other duties as assigned

QUALIFICATIONS:

- Proven work experience in case management, counseling and other social service, and interested in working with vulnerable special population
- Knowledge in social service program of Washington State; Long Term Care a plus
- Bilingual in English and Russian. Ability to read and write Russian a plus.
- Demonstrated multi-tasking, detail orientated skill and passionate to work with the older adult
- Valid Washington State driver's license, own car, and auto insurance
- Must be able to use computer and information technology fluently in daily work
- Employees must reside in Washington state and be within a reasonable distance to their King County worksite to respond to workplace reporting requirements



- **Minimum Qualifications Education & Experience:**

Education: Bachelor's degree in social services, Psychology, or a related field (or an equivalent combination of education, experience, training and/or work experience required).

Experience: Three years' social services experience involving interviewing, counseling, crisis intervention or other social service.

OR: An equivalent combination of education and experience that demonstrates the ability to perform the position duties

Note: If using an equivalency to meet the education/experience requirement, job offer is contingent on waiver approval from DSHS Aging and Long-Term Care Administration (AL TSA) for Case Manager Trainee role with a different salary scale

All Case Manager or Trainee positions must complete all training required by the state.

BENEFITS:

- Health Insurance (Medical, Dental, and Vision)
- Flexible Spending Account
- 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)
- **\$3000 Sign-On Bonus available for eligible new hires**
- **\$5000 Relocation Assistance available for eligible new hires from out of state**

LOCATION:

CISC – Bellevue Office
655 156th Ave SE
Bellevue, WA 98007

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.