



# BRIDGING CULTURES COMMUNITIES & GENERATIONS

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

## JOB ANNOUNCEMENT

**TITLE: MTP Program Assistant (Bilingual in Chinese)**

**REPORTS TO:** MTP Program Supervisor / MTP Lead Worker

**HOURS:** Full Time, Monday – Friday 8:30 am – 5:00 pm

**SUPERVISORY RESPONSIBILITIES:** None

**PAY RATE:** \$23.50 - \$25.50 per hour (non exempt)

**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](http://cisc-seattle.org/about-us).

**JOB SUMMARY:** The MTP Program Assistant receives extensive on-the-job training through working closely with the MTP Lead Worker and/or Program Supervisor. The MTP team provides high-quality care to eligible individuals and professional support to their unpaid caregivers with available options within the long-term-care support framework. Extensive outreach and frequent home visits are necessary. Through consultation and close supervision and monitoring provided by the MTP Lead Worker or supervisor, the MTP Program Assistant will perform the duties outlined below.

### JOB DUTIES:

- Assist the MTP Lead Worker or Supervisor in the implementation of schedule outreach activities to promote and identify MTP program clients
- Determine and screen clients' eligibility for MTP programs or other state funded LTC programs
- Conduct comprehensive psycho-social assessment using GetCare and develop and implement an initial or ongoing plan of care which enables clients' abilities to maintain their independence in the community;
- Provide appropriate referral to community resources and crisis counseling and intervention to individuals and their caregivers;
- 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;
- Provide interpretation and translation to facilitate the communication and service coordination between clients, family caregivers and care providers
- Prepare monthly data report
- Other duties assigned.

### Other requirements:

- This position requires completion of all necessary training coordinated and conducted by State of Washingtonian or grantors in order to be able to perform successfully as a MTP Program Assistant



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**QUALIFICATIONS:**

- Bachelors degree in social work or related human services field and some social service experience working with vulnerable minority populations preferred. Substantial relevant work experience may substitute academic requirement.
- Bilingual fluency in English and Chinese (both Cantonese and Mandarin) is required, ability to read, write and type in Chinese preferred.
- Basic knowledge of the state and federal long-term care and public assistance programs
- Valid Washington State driver's license, access to personal use vehicle for outreach and home visits, and auto insurance
- Proficiency in the use of MS applications such as Words, Excel, Publisher and Access and information technology 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.

**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
- 11 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](mailto: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.*

**CISC**

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