



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 Specialist (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: \$25.50 - \$27.50 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.

The Chinese Information and Service Center's Medicaid Transformation Demonstration (MTD) Program will be a welcome addition to our organization's seniors and their caregivers' support programming. The program will be administered under the CISC's Long-Term-Care Program (LTC) which is comprised of Community Based In-Home Care and Family Caregiver Support service (FCSP) programs. The MTD will offer two new service programs, Medicaid Alternative Care (MAC) and Tailored Supports for Older Adults (TSOA), to help seniors and disabled adults with or without an unpaid caregiver maintain their independence in the community. The MTD Expansion Program is designed to meet the unmet needs of individuals with tailored support, in addition to In-Home Care and Family Caregiver Support, through which the best options for care and support will be sought for the client and/or their caregivers. Extensive outreach throughout King County is required. The MTD Specialist will report to the MTD Lead Worker.

JOB SUMMARY: The MTD Specialist works closely with the MTD team in providing 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 provided by the MTD Lead Worker or supervisor, the MTD Specialist will perform the following duties:

JOB DUTIES:

- Assist the MTD Lead Worker or Supervisor in the implementation of schedule outreach activities to promote and identify MTD program clients
- Determine and screen clients' eligibility for MTD 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 referral service to community resources; case management services in a multidisciplinary approach to service delivery; 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;



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- 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

QUALIFICATIONS:

- Bachelor degree in social work or related human services field and one year of social service experiences (preferred) OR Bachelor degree in another field and 2 years of paid on-the-job social services experience.
- Bilingual fluency in English and Chinese (both Cantonese and Mandarin) is required. Ability to read, write and type in Chinese preferred.
- Familiarity with 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

CLOSING DATE:

Open until position filled



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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.