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

REPORTS TO: Case Management Program Supervisor

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

STARTING PAY: $21.00 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, and other immigrant communities at our office locations and numerous community-based sites throughout King County, Washington.

The Case Management Program Assistant works closely with the IP specialist and case manager on daily operation.

JOB DUTIES:

- Assist IP specialist and Case Managers with contracting, monitoring and termination of the Individual Personal Providers (IPs)
- Meet with new IPs to explain all applicable DSHS rules and regulations regarding caregiving
- Initiate and maintain contracts for the IP in the DSHS Agency Contracts Database (ACD)
- Assist IP specialist to maintain a computer tracking system and database of all IPs and ensure that they are current on their certifications, trainings and are eligible to provide care
- Maintain back-up documentation of IPs eligibility for billing and audit purposes
- Provide assistance to IPs in navigating the training system
- Assist IP Specialist to generate IPs reports for Case Managers to follow up with IPs approaching training deadlines, past due reports, expiring contracts, and follow-up as needed
- Inform case managers when IPs have not completed the training within the mandated timelines and require termination
- Complete state mandated background checks and gather required paperwork such as contracts, Social Security information, Worker ID etc. before completing the IP contracting process
- Be available to case manager and IPs to answer questions and trouble problems
- Assist Case Manager to provide Information and Assistance service to clients
- Perform other duties as assigned

OTHER REQUIREMENTS:

- This position requires completion of all necessary training coordinated and conducted by State of Washington in order to be able to perform successfully as an Assistant Case Manager. Must possess valid Washington state driver’s license, have own car or have access to vehicle for private use, and auto insurance

QUALIFICATIONS:

- Bachelor’s degree in social work/behavioral science OR bachelor’s degree with at least two (2) years of paid work experience in social services. Substantial and proven work experience in social services may substitute for
academic qualification.

- Extensive knowledge in long-term care and community based in-home care programs of Washington state
- Knowledge of community resources in the Seattle/King County area that will assist immigrant families.
- Effective interpersonal, written, and communication skills.
- Bilingual in English and Chinese (Cantonese and/or Mandarin).
- Competency in use of Microsoft Office, the Internet for research and accessing services, and other relevant tools for e-mail and data entry.
- Employee must have access to a vehicle or reliable transportation to fulfill job duties. If using a personal vehicle, must have valid driver’s license and current auto insurance.

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 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.*