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 Chinese)

REPORTS TO: Case Management Program Supervisor
HOURS: Full-time Monday – Friday, non-exempt position
STARTING SALARY: $55,120 annually (depending on experience)
BENEFITS: Medical, dental, vision, vacation & sick leave
SIGN-ON BONUS: New $3000 Sign-On Bonus for eligible new hires

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, Vietnamese and other immigrant communities at our office locations and numerous community-based sites throughout King County, Washington.

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 and counseling, and interested in working with vulnerable special population
- Extensive knowledge in long-term care and community based in-home care programs of Washington State
- Education & Experience:
  - Master’s degree in behavioral or health sciences and one year paid on-the-job social service experiences; or
  - Bachelor’s degree in behavioral or health sciences and two years paid-on-the-job social services experiences; or
  - Bachelor’s degree and four years of paid on-the-job social services experience
Candidates who do not meet the work experience requirement might be considered as Case Manager Trainee with a different salary scale. All Case Manager or Trainee position must complete all training required by the state.

- Bilingual in English and Chinese (Cantonese dialect preferred). Ability to read and write Chinese a plus.
- Demonstrated multi-tasking skill and ability to work under pressure
- Valid Washington State driver’s license, own car, and auto insurance
- Must be able to use computer and information technology fluently in daily work

**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
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._