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

JOB ANNOUNCEMENT

TITLE: Healthcare Access and Outreach Program Assistant

REPORTS TO: Healthcare Access and Outreach Program Supervisor

HOURS: Full-time Monday – Friday

FLSA STATUS: 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.

This is a full-time position for the Healthcare Access and Outreach Project of the Elderly Program. The Program Assistant will provide assistance to the Program Supervisor and/or senior team member in the implementation of the project, which is primarily targeted at ethnic minority groups of Chinese, Vietnamese and other Asian. Experience in working with low-income and/or limited or non-English speaking immigrant families, disabled adult and elderly in Seattle/King County highly desirable. Regular off-site activities and travel to the King East and South areas are required. The goal of the project is to reduce health disparity in our communities.

JOB DUTIES:

• Provide information and direct assistance such as translation, interpretation, clerical assistance and/or advocacy to clients to access health care resources and related programs under the supervision of senior team member
• Assist in conducting and scheduling public information and education workshops and events in collaborative sites
• Assist clients to enroll in health care insurance and utilize the health care preventive services through personalized case support and follow-up services
• Prepare flyers, activities calendar and outreach materials for the program
• Update and maintain client data tracking record and compile data for monthly reporting
• Other duties assigned

QUALIFICATIONS:

• Bachelor’s degree in social work/behavioral science related human services field preferable.
• Familiarity with the WA state and Federal health care system and health coverage plans desirable.
• Basic knowledge of state and Federal public assistance programs.
• Knowledge of healthcare and community resources in the Seattle/King County area that will assist immigrant families.
• Excellent customer service skills.
• Fluent in English and Chinese (Cantonese), written and spoken.
• Valid Washington State driver’s license, access to vehicle for personal use for outreach, and auto insurance.
• Proficiency in MS office and Chinese or Vietnamese typesetting preferred.
Energetic, quick-learner, outgoing and a team player.

CERTIFICATION REQUIREMENT:
- This position requires to be certified as an In-Person Assister within 6-months of employment. Training to be provided and arranged by the program.

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.