



## **ASIAN COUNSELING and REFERRAL SERVICE**

*Asian Counseling and Referral Service, a non-profit organization, promotes social justice and the well being and empowerment of Asian Pacific American individuals, families and communities; including immigrants, refugees, and native born; by developing, providing and advocating for innovative community-based multilingual and multicultural services.*

### **JOB ANNOUNCEMENT**

<b>TITLE:</b>	Case Manager - Vietnamese-speaking
<b>DEPARTMENT:</b>	Aging and Adult Services
<b>SUPERVISOR:</b>	Supervisor - Aging and Adult
<b>PURPOSE:</b>	To provide culturally competent case management services to elderly persons and adults living with disabilities within the Asian Pacific American community that are holistic, person-centered, and strengths-based with the goal of helping individuals to live a meaningful and independent life in the community. Performs services in compliance with agency policies and with contract and regulatory standards and requirement.

### **ESSENTIAL JOB FUNCTIONS**

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1. Works with clients to develop and implement person-centered, holistic, and community-based care plan. Specific tasks include: conducts in-home functional assessments and reassessments addressing broad range of life domains; confirms diagnosis, skin condition, medications, treatments, psych/social information with health care providers as needed; develops, implements, monitors and modifies a written, personalized care plan in collaboration with client/family, physician and other health professionals; provides client advocacy in attaining services and assistance in areas such as housing, medical resources, financial assistance, legal advocacy, personal care service, translation/interpretation. Expected to meet program performance and/or productivity standards.
2. Assists clients with recruiting, contracting and termination of their individual personal providers (IP) and/or home care agency. Assists clients in filing administrative hearings.
3. Document all client activities and contacts according to agency policy and system standards and maintain confidential client record.
4. Authorize or reauthorize payment for client approved Medicaid funded services or terminated services in WA State SSPS(Social Services Payment System).
5. Participates in training, meetings, consultations, and conferences.
6. Assist transitional care for clients when moving to Nursing home, Assisted Living, Adult Family Home, etc. assessments and/or termination planning.

7. Provides team back up when case coverage is needed and assists in the orientation and training of new staff, as requested.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Regularly required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. Must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Work may be performed in homes or an office setting. The noise level in the work environment is moderate.

QUALIFICATIONS:

Case Manager I

- Bachelor's degree in social work or social/behavioral sciences;

OR

Bachelor's degree plus three (3) years of social service experience

OR

Associate's degree or equivalent in Social Science and five (5) years Social Services experience.

Case Manager II

- Master's degree in social work or social/behavioral science;

OR

Bachelor's degree in social science with three (3) years experience in social services;

OR

Bachelor's degree in other major with five (5) years experience in social services ;

OR

AA in social science with seven (7) years experience in social services;

OR

HS diploma with nine (9) years experience in social services

- Completion of Case Manager training program including State sponsored CORE Training, beneficial.
- Knowledge of: the aging process; the aging network service delivery system; other service delivering systems in the community; the purpose of the I&A/CM program and the services it provides; and the responsibilities of I&A/CM staff.

**QUALIFICATIONS CONTINUED:**

- Ability to provide effective and respectful quality care and services that are responsive to diverse cultural beliefs and practices. Prefer fluency in Vietnamese and English.
- Effective ability to navigate a personal computer. Competency in use of the Microsoft Office and other relevant software for word processing, calendaring, e-mail, and data entry. Efficiently research and perform various tasks via the internet.
- Must have reliable transportation. If using a personal or an agency vehicle to fulfill job duties, must have a valid driver's license and be insurable under ACRS's auto policy. If using a personal vehicle, must have current auto insurance including coverage for work-related business.

**STATUS:** Full-Time / Regular

**SALARY:** Depending on qualifications and experience

**CLOSING DATE:** Open until filled

**BENEFITS:** Medical, dental, vision, life, AD&D and LTD disability insurance; health and dependent care FSAs; EAP and travel assistance, generous vacation/sick/holiday pay; 403(b) and pension plans.

**SEND RESUME TO:** [hr@acrs.org](mailto:hr@acrs.org)

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*Asian Counseling and Referral Service is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability. ACRS does not and will not discriminate on the basis of age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of a service animal, military or veteran status. Equal access to programs, services and employment is available to all persons. Those individuals requiring accommodation should notify ACRS in advance. ACRS is a Tobacco-Free Campus.*