



## 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

**TITLE:** Clinical Case Manager II-Cantonese-speaking  
**DEPARTMENT:** Behavioral Health Program  
**SUPERVISOR:** Clinical Supervisor - Mental Health  
**PURPOSE:** Provides culturally competent and recovery oriented case management and counseling services for members of the Asian American and Pacific Islander community living with a mental illness. Provides services that are holistic, person-centered, whole-health and strengths-based with the goal of helping individuals to live a meaningful and independent life and reach recovery in the community. Performs services in compliance with agency policies and with contract and regulatory standards and requirements.

### ESSENTIAL JOB FUNCTIONS

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1. Conducts comprehensive assessments and reassessments addressing broad range of life domains and developing strengths-based service care plan with the client.
2. Provides individual and group counseling services in a variety of therapeutic modalities with attention to cultural relevance and cultural and recovery competency and utilizing supervision and psychiatric consultation, when appropriate. Delivers client services based on the care plan, including visiting clients at their home and at other community locations accessible to clients.
3. Provides outpatient crisis/emergency services.
4. Provides client advocacy in attaining services and assistance in areas such as employment, housing, medical resources, financial assistance, legal advocacy, and transportation. Provides integrated and holistic services to meet the range of clients' behavioral health care needs and based in recovery principles.
5. Provides coordinated services in compliance with relevant State, County, and City standards, including meeting expectations of the applicable systems. Expected to meet program performance and/or productivity standards.
6. Prepares concise, complete, and accurate progress notes and program documentation according to agency policy and system standards. Completes all of

the required documentation and reports relevant to public payors, such as Medicaid and other third party payors, such as private insurers, in a timely manner.

Expected to meet program paperwork and documentation standards.

7. Performs program outreach in the community. Explains program policy and services to clients and others.
8. Participates in training, meetings, supervision, consultations, and conferences.
9. Coordinates and cooperates with other agencies, organizations, and natural supports on client evaluation, care plans, and follow-up to meet state and agency requirements and to ensure quality care to clients.
10. Provides team back up when case coverage is needed.
11. Other job-related duties as assigned by management.

**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 is performed primarily in an office setting. The noise level in the work environment is moderate.

**QUALIFICATIONS:**

- Master's degree in social work or social/behavioral science;  
OR  
Bachelor's degree or equivalent in social work or social/ behavioral science plus three (3) years social services experience;  
OR  
Bachelor's degree or equivalent plus four (4) years social services experience.
- Knowledge of: principles of recovery-based services, characteristics of mental and emotional illness; current social/economic problems; interview techniques; individual and group behavior; and simple treatment methods.
- Ability to: work as a team member with professional and support staff; analyze and draw conclusions from case records; apply casework principles to individual situations; and exercise judgment and organize multiple tasks.
- Ability to provide effective and respectful quality care and services that are responsive to diverse cultural beliefs and practices. Must be fluent in Cantonese and English.
- Effective ability to navigate a personal computer. Competency in use of the Microsoft Office and other relevant software for word processing, calendaring, email, and data entry. Efficiently research and perform various tasks via the internet.
- Must have reliable transportation. If using a personal or an agency

**STATUS:** Regular / Part-Time .5 FTE

**SALARY:** Depends on experience

**CLOSING DATE:** Open until filled

**BENEFITS** Medical, dental, vision, life, AD&D, LTD insurance; health and dependent care flexible spending accounts; EAP; generous vacation/sick/holiday pay; 403(b) and pension plans.

**SEND RESUME TO:** **ASIAN COUNSELING and REFERRAL SERVICE**  
ATTN: Human Resources  
3639 Martin Luther King Jr. Way S.  
Seattle, WA 98144  
Email: hr@acrs.org

*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.*