



## **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:** Community Living Connections Specialist I - Bhutanese-speaking

**DEPARTMENT:** Aging and Adult Services

**SUPERVISOR:** Senior Nutrition and Assistance Manager

**PURPOSE:** Provides culturally competent and linguistically accessible information and assistance services to limited English-speaking Asian American and Pacific Islander elderly and adults living with disabilities. Services are holistic, person centered, and strengths-based with the overall goal of helping individuals to live a meaningful, independent life in the community.

#### **ESSENTIAL JOB FUNCTIONS**

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1. Conducts interviews with clients to identify service needs and develop a written, personalized service plan. Delivers services based on plan, including client visits at their homes and other community locations accessible to them.
2. Provides client advocacy in attaining services and assistance in areas such as housing, medical resources, financial assistance, legal advocacy, personal care service, transportation, translation/interpretation, daily living skills, family support, and crisis intervention.
3. Follows up with clients to determine whether culturally relevant service is being provided through consultation to a case supervisor, progress notes, and service plans.
4. Participates in development and implementation of social and related activities for ACRS' senior congregate meal program. Provides general translation/interpretation assistance to ACRS nutrition program participants.
5. Prepares concise, complete, and accurate program documentation according to agency policy and system standards and in a timely manner. Maintains complete and accurate case files and records. Expected to meet program documentation and client confidentiality per agency policy.
6. Performs program outreach and functions in the community. Explains program policy and services to others.

7. Participates in trainings, meetings, consultations, and conferences.
8. Coordinates and cooperates with other agencies and organizations to ensure quality care to clients. Develops and maintains knowledge, resource file, and close working relationships with City of Seattle Aging and Disability Services (ADS), health care providers, and other social service and ethnic community resources.
9. Other job-related duties as assigned by management.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Regularly required to walk; use hands and arms to reach and operate objects, tools, or controls. Must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Some work will be performed offsite (ie. outside classes or meetings with employers). The noise level in the work environment is moderate.

**QUALIFICATIONS:**

- Bachelor’s degree in social work or social/behavioral science;  
OR  
Associate’s degree or equivalent in social work or social/behavioral science plus three (3) years of social services experience
- Ability to provide effective and respectful quality care and services that are responsive to diverse cultural beliefs and practices. Must be fluent in Bhutanese and English language. Knowledge of API cultures is required.
- Knowledge of aging process; aging network service delivery system; other service delivering systems in the community; purpose of Information & Assistance/Case Management program and services it provides; and responsibility of Information & Assistance/Case Management Staff.
- Ability to work effectively as a team member with professional and support staff; analyze and draw conclusions from case records; apply case work principles to individual situations; and exercise judgment and organize multiple tasks.
- Must have reliable transportation. If using a personal or an agency vehicle to fulfill job duties, must have a valid policy. If using a personal vehicle, must have current auto insurance including coverage for work-related business.
- 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.

**STATUS:** Part - Time / Regular

**SALARY:** Depending on 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:** ASIAN COUNSELING and REFERRAL SERVICE  
ATTN: Human Resources  
3639 Martin Luther King Jr. Way S.  
Seattle, WA 98144  
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.*