



## 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 Americans and Pacific Islanders and other underserved communities - including immigrants, refugees, and American-born - by developing, providing and advocating for innovative, effective and efficient community-based multilingual and multicultural services.*

### JOB ANNOUNCEMENT

- TITLE:** Housing Case Manager I – Mental Health Program
- DEPARTMENT:** Behavioral Health Program
- SUPERVISOR:** Mental Health Housing Coordinator
- PURPOSE:** To provide culturally competent and recovery oriented supportive housing case management and related housing services for members of the Asian Pacific American community living with a mental illness including co-occurring disorders. To provide services that are holistic, person-centered, 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 requirement.

### ESSENTIAL JOB FUNCTIONS

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1. Provide housing related case management services to BH clients including clients with co-occurring disorders either independently or in partnership with BH department case managers to assist clients in obtaining and maintaining independent housing. This includes assistance with applications, coordinating support services, housing related counseling and case management individually and in group setting, coordinating other agencies, organizations, assisting in crisis intervention related to housing situation, and assisting the client in dealing with property managers, family and other systems in the client's environment.
2. Conduct on-going person-centered assessment in the area of housing and independent living in the community, develop a strength based housing related care plan, and coordinate service care plan with assigned case managers.
3. Deliver intensive supportive housing case management services to identified clients, currently or formerly homeless clients based on the care plan, through regular outreach, visiting clients at their home and at other community locations accessible to clients.
4. Assist Housing Coordinator with developing and maintaining housing resources by conducting community outreach and recruiting possible housers to accept tenants with a disability. Provide resources and information on housing options and application process to BH case managers. Serve as ACRS BH Department point of contact along with the Housing Coordinator, with housing providers and liaison between BH case managers and housing providers.

5. Prepare 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. Meet program performance and/or productivity standards.
6. Participate in training, meetings, consultations, and conferences.
7. 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 up to/or move up to 20 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 with emphasis in mental health;
- OR
- Bachelor's degree plus one (1) years of social service Experience
- Experience in supportive housing services preferred.
- Knowledge of: mental illness diagnosis and treatment modalities; principles of recovery-based services, co-occurring disorder; homelessness; case management and counseling techniques.
- Chemical Dependency Professional(CDP) or Chemical Dependency Professional Trainee (CDPT) with commitment and ability attain CDP certification with in 2 years of employment preferred
- Preferred ability to understand, speak, write, and read Asian Pacific Islander language and English. Knowledge of APA cultures is required.
- 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.
- Employee must have a vehicle or reliable transportation to fulfill all job duties. If using personal or agency vehicle, this includes valid current Driver's license and must be insurable under agency's auto policy. If using personal vehicle, must have current auto insurance.

**STATUS:** Full-Time/ Regular

**SALARY:** Depending on Experience

**CLOSING DATE:** Open until filled

**BENEFITS** Medical, dental, vision, life, AD&D and LTD insurance; generous vacation/sick/holiday pay; EAP and Travel Assistance; health and dependent care FSAs; 403(b); 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](mailto: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. ACRS is a Tobacco-Free Campus.*