



The mission of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is to preserve, promote and develop the Chinatown international District (CID) as a vibrant community and unique ethnic neighborhood through its programs and services. For more information refer to www.SCIDpda.org.

Currently there are two full-time Case Manager position open with Senior Services' Legacy House, a program of the SCIDpda.

General Nature & Scope: This position is a part of the ADS team who manage all aspects of the enrolled Adult Day Services clients' health and social issues, which impact their well-being, and attainment of their Program goals.

This includes knowing the reason for client's participation in and goals of the program, communication with clients' physicians and other health care providers, understanding the client's family dynamics and supporting clients to achieve a higher level of wellness. Incumbent can represent the Program in public situations. Person in this role can also provide personal care assistance to clients as well as to lead certain types of Adult Day Services programs.

Essential Duties: Include the following; other duties may be assigned depending upon project, client or workflow needs.

- Carries a caseload of Adult Day Services clients; includes maintaining client records, maintaining an awareness of clients' needs, coordinating with health care providers concerning the clients' needs, ensuring that clients continues to work toward stated goals (as needed)
- Verify accuracy of enrollment roster
- Generates *Quarterly Service Reviews* for client caseload
- Generates *Initial Plan of Care* for clients in a timely manner
- Writes detailed weekly/monthly progress notes to record clients' activities and all correspondence pertaining to client
- Manages client's monthly attendance to fit within client's funding source/approval
- Updates *Emergency Contact* information as needed
- Reviews Care Plan goals with client and family at admission and quarterly; identifies when client is no longer appropriate for Day Health Program and manages client discharge
- Provides planned programming for groups of clients in the ADH Program, following stated criteria and outcomes; works effectively in a small group
- May assist in directing the ADS Team meetings ensuring review from the whole team (especially from Nurse, Activities Coordinator, and OT) of all scheduled clients
- Directs and observes volunteers when volunteers are working with their client load
- Takes point of service meal count
- Assists with serving meals to clients
- Assists with clean up after meal preparation
- Plans transportation for/with client on the days that client attends ADH program; confirms transportation for clients' routine attendance after their first visit
- Utilizes and finds community resources to support client needs
- Works with Medical Supply vendor to obtain client's supplies needing physician prescription (briefs, wheelchairs, ½ bed rails, etc.)
- Works closely with DSHS Case manager and any other community Case Managers
- Provide personal care to clients as needed

Supervisory Responsibilities: NA

Qualifications:

- Bi-lingual skills in an Asian dialect desirable
- Understands and uses medical vocabulary
- Adheres to agency and organizational values

- Excellent customer service skills

Knowledge, Skills, and Abilities

- Ability to relate to clients and staff of various ethnic backgrounds
- Basic computer skills
- Ability to work independently
- Ability to use telephone

Education & Experience: Any combination of experience and training that would likely provide the required knowledge; skills and abilities will be considered.

- Bachelor Degree required, preferably in Social Services/Human Services
 - Working experience /knowledge of geriatrics

Licenses or Certificates

First Aid

CPR

Food Handler's permit

Physical Demands / Working Conditions: The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor
- Must be able to see and use computer, and able to hear well enough to communicate with co-workers and residents/clients
- Must be able to reach above head and perform repetitive movements
- Must be able to be on feet over long distances and uneven terrain, and must be able to bend to the floor
- Must be able to transfer up to 50 lbs.
- Must have finger dexterity to open containers, buttons and zippers
- Position exposed to body fluids, infections, and odors

This position description generally describes the principle functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relieve other employees, to equalize peak work periods or otherwise to balance the workload as needed.