



CAREER OPPORTUNITY

Job Title: Home Care Program Specialist
Reports To: Home Care Director

ABOUT KIN ON:

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to support the Asian elderly community in Greater Seattle by offering comprehensive range of health, social and educational services sensitive to their cultural and linguistic needs. Kin On's operation includes Kin On Health Care Center and Kin On Community Care Network.

As an award-winning 24/7 skilled-nursing facility, Kin On Health Care Center is dedicated to offering culturally appropriate long-term and short-term transitional care to Asian seniors. Kin On Community Care Network provides an array of in-home and support services including: Family Caregiver Support, Home Care, Healthy Aging Program and Chronic Care Management Program. In addressing the unmet needs of the community, Kin On is undergoing a major capital expansion to create an aging-friendly campus to include an Healthy Aging Community Center, Assisted Living Facility and Adult Family home (expected completion by 2018).

JOB SUMMARY:

The position is to assist the Home Care Director with the coordination of the Kin On Home Care Program. The Home Care Specialist also assists with the communication and liaison with the Personal Care Assistant (PCA), the clients and staffs at the Kin On Community Health Care.

GENERAL RESPONSIBILITIES:

- Assist with the scheduling and assignment of personal care assistant
- Assist with reviewing and verifying timesheets
- Assist with reviewing and filing of personal care assistant timesheets
- Act as the intake person for the Home Care Program
- Set up new client files and filing for the Home Care Program
- Facilitate communication between home care clients and personal care assistant, including to conduct regular home visits to home care clients
- Maintain proper client records.
- Other duties as assigned

QUALIFICATIONS, KNOWLEDGE AND SKILLS:

- College education preferred
- Bilingual in both English and Chinese. Preferred to speak at least two of the following Chinese dialects: Cantonese and Mandarin, Toishanese.
- Have a car and be able to travel within King County.
- Good computer skills
- Legally eligible for employment in the U.S.

HOW TO APPLY:

Email resume and cover letter to Home Care Director, Carrie Lam at clam@kinon.org

Or Send cover letter and resume to:

Kin On Community Health Care
815 S Weller St, Ste 212
Seattle, WA 98104
Attn: Carrie Lam

Only qualified individuals being considered will be contacted for an interview.

CLOSING DATE: until position filled