JOB OPPORTUNITY
Job Title: Home Care Program Specialist
Reports To: Home Care Director
Job Location: Seattle, WA
Hours/Schedule: Part time, 24 Hours/Week, Non-exempt

ABOUT KIN ON
Kin On is a non-profit organization rooted in the Asian community for more than 35 years. Kin On’s mission is to honor, support, and advocate for our Asian elders and families by offering culturally and linguistically appropriate healthcare services in a healthy living community. Kin On operates an age friendly campus which includes a Nursing Home and Supportive Housing facilities. Additionally, Kin On offers Home Care, Social Services, and Healthy Living programs serving Asian seniors in our community.

JOB DESCRIPTION
The Home Care Program Specialist works part time, 24 hours per week. The position is to assist the Home Care Director with the coordination of the Kin On Home Care Program. The Home Care Program Specialist also assists with the communication and liaison with the Personal Care Assistant (PCA), the clients and staffs at the Kin On (Seattle International District location).

ROLE AND RESPONSIBILITIES:
• Monitoring and coordinating the daily activities to ensure that quality services are provided to clients
• Conducting periodic home visit assessments and orientations
• Assist with the scheduling and assignment of personal care assistant
• Assist with reviewing and verifying timesheets and task reports
• Maintain the service schedules and the service tasks on the EVV system are up-to-date
• Facilitate communication between the case managers, home care clients and personal care assistant, including to conduct regular home visits to home care clients
• Ensures proper documentation as the state requires.
• Performs other duties as assigned

MINIMUM QUALIFICATIONS:
• Some College or community college education preferred
• Supervising experience is a plus
• Bilingual in Chinese preferred
• Candidate must be authorized to work in the United States
• Must possess and maintain a valid Driver’s License-a vehicle to travel within King County preferred
• Ability to pass the DSHS criminal background screening

KNOWLEDGE, SKILLS AND ABILITIES:
• Demonstrated ability to build credibility and confidence with a wide variety of employees.
• Detail oriented, demonstrating the ability to multi-task.
• Ability to work collaboratively and independently with a focus on completing tasks within a timely manner.
• Team player with strong interpersonal skills and ability to build effective working relationships throughout all levels of the organization. Ability to work within a diverse workforce

COMPENSATION AND BENEFITS:
• Pay: $22.00/hour - $24.00/hour
• Flexible Spending Accounts
• 403(b) retirement plan and employer-contributed SEP (One-year employment eligibility)
• Paid vacation: 0.0385 hours for every hour worked
• Paid sick leave: 0.031 hours for every hour worked
• Free parking

**WORKING ENVIRONMENT:**
This role interacts with a community-based organization. Work is performed within a normal office environment.

**HOW TO APPLY:**
Please apply through the Kin On online application and candidate portal on the Kin On careers page. Only qualified individuals will be contacted for an interview.

*Kin On is An Equal Opportunity Employer. Kin On prohibits discrimination and harassment against any employee or applicant for employment because of race, color, age, religion, sex, national origin, sexual identity or expression, sexual orientation, disability, veteran, military or marital status, genetic information or any other protected status.*