



*Well-being as we age*

**POSITION TITLE: Aging and Disability Specialist/ Chinese Outreach**

Job #: 42-SS-0018  
Program: Social Services  
Reports to: Social Services Manager  
FLSA: Full Time, Non-Exempt  
Wage: \$19.00-\$24.67

**SUMMARY:**

To coordinate services and provide information on services and programs for Snohomish County's Chinese elders who have difficulty with access due to language and cultural barriers. Link Chinese and other older adults/people with disabilities with community resources; assist them to obtain services and benefits; facilitate referrals to State-funded Long Term Care services, Respite and Case Management programs. Provide interpreter services for Information and Assistance/Aging and Disability Resource staff as well as translation of written materials to individual Chinese elders and their families.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides initial screening and needs assessments to older adults and people with disabilities face-to-face or over the telephone
- Provides detailed information by phone on services, programs and benefits to direct the caller to the most appropriate service or program; when needed, facilitates referrals to other services or programs
- Manages a client caseload of Assistance clients including Chinese clients
- Maintains accurate, up-to-date and complete records of client and collateral contacts
- Follows-up with DSHS staff (HCS) on case status and anticipated outcome; follows-up with DSHS financial workers when needed
- Informs Chinese and other elders about programs, services and benefits available in the community and provides assistance in obtaining benefits for those elders who cannot directly access services
- Provides scheduled on-site coordination between the Chinese Senior Group, Aging and Disability Resources and the Senior Services Nutrition Program to give information to individuals
- Develops key contacts in the Chinese community utilizing the Multicultural Senior Center as an entry point
- Assists the Depression Screening Coordinator in administering the Depression Screening Tool to Chinese older adults as appropriate and provides counseling regarding access to medical services for those seniors who are screened

**OTHER DUTIES:**

- Development and update of translated resource handouts and other program materials as time permits Participates in training designed to improve skills and expand areas of expertise

**EDUCATION AND EXPERIENCE REQUIRED**

- BA in relevant field (social work, gerontology, psychology, counseling and guidance, sociology or human services)
- Two years of paid experience providing direct human services (preferred)
- Ability to problem-solve and work in stressful situations
- Must be able to communicate, read and write proficiently, in both English and Mandarin and Cantonese
- Proficiency using computers running Microsoft Windows and Office, and experience working with databases preferred

**ERGONOMIC REQUIREMENTS**

The functions of this position are not necessarily physically demanding. The functions are usually performed sitting, but may require some amount of time standing. Some amount of stooping, bending, crouching, lifting, walking, carrying and other movements may be required. Must be able to remain seated without a break for periods of up to two hours. Able to see, hear and speak adequately to perform the functions of this position. Travel during normal business hours to various locations. Non-smoking environment. Must successfully complete a criminal and credit history background check

**Acknowledgement:**

I have read this position description and fully understand the requirements. I accept the position of Aging and Disability Specialist/Chinese Outreach and agree to follow the requirements listed previously and will perform all duties and responsibilities to the best of my ability. I understand that I may be assigned other duties in addition to or in place of those prescribed previously. I also understand that the essential duties of this position may change at any time according to the need of Homage Senior Services.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Please print Name

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Human Resources

**CLOSING DATE:** Until filled

**Homage Senior Services provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training**