



Chinatown Service Center

POST 06/18/2010

Job Announcements

The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

Position: Case Aide / Eligibility Worker (San Gabriel Location)

Salary Range: \$ 23,500 – 25,600

Open Date: June 18, 2010

Closing Date: July 9, 2010

****Or when sufficient applications have been received****

Summary of Duties:

Under the supervision of the Case Manager, the Case Aide/Eligibility Worker is responsible for screening and enrolling patients into appropriate health based programs. He/she will schedule medical, dental, and health education appointments accordingly and maintain accurate patient records and charts. This position is also responsible for making inter-departmental and other agency related health/social services referrals as needed.

Example of duties:

- Manage reception area, answering a high volume of calls and assist patients.
- Screen and enroll patients in the appropriate programs.
- Input patient's basic demographic information and insurance status in the management software, updating information as needed.
- Schedule appointments, providing reminder calls of appointment and follow-up calls.
- Perform inter-departmental referrals for patients in need of translation services, form completion or other available services.
- Attend meetings and training as required.
- Participate in outreach activities and agency events as needed.

Qualifications:

- High School Diploma or GED
- One year of general clerical and customer service experience
- Previous experience in government program eligibility and screenings
- Basic computer , MS word/Excel and Internet skills
- Must be bilingual English and Chinese (Vietnamese a plus)
- Effective written and oral skills
- Available to work weekends if needed
- Valid California Driver's License, auto insurance and available transportation

Please forward your resume accompanied by a cover letter to
Daniele Greer, Human Resources Manager
767 N. Hill St., Suite 400, Los Angeles, CA 90012, **Fax:** (213) 680-0787
cschr@cscla.org

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Reasonable accommodations available upon request