



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:** Integrated Service Coordinator

**Open Date:** March, 2023

**Closing Date:** Until filled

**Pay Range:** \$25.00 to \$27.00 Per Hour

**Job Purpose:**

The Integrated Service Coordinator position is responsible for coordination of service with inter-departments. Being able to assist client with medical needs, behavioral health, and community services. The integrated service coordinator acts as the clients' advocate, explains the available options to the clients, and keep record of services offered.

**Job Responsibilities:**

- Assessing the service needs of clients and linking them to the appropriate resources and/or providers
- Provide skill training, patient education, and develop care plan with patients
- Work collaboratively with staff from inter-departments
- Facilitating programs and services
- Assisting clients with applications for benefits and entitlement programs and assisting clients to live independently, when applicable
- Scheduling appointments for clients, answering phones and tracking clients' service records
- Monitoring the services being provided and staying up to date on any services being introduced or discontinued
- Evaluating the quality of all services and identifying areas that need improvements
- Following up with clients regularly to assess and ensure satisfaction
- Provide support and guidance to case managers
- Attend job related meetings
- Completion of appropriate documentation in an accurate and timely manner
- Ability to establish and maintain effective work relationships as part of an integrated treatment team
- Other duties as assigned



**Qualifications:**

- A bachelor's degree in healthcare administration, psychology, social work, or related field
- Strong work ethic and service skills
- Excellent communication and interpersonal skills
- Excellent organization skills and attention to details
- Staying up-to-date with community services
- Strong record-keeping and analytical skills
- Ability to work independently within scope of assigned task with minimum supervision
- Consult with supervisor(s) as indicated
- Preferred to be bilingual in Chinese or Spanish

**Please send your resume to:**

[cschr@cscla.org](mailto:cschr@cscla.org)

**Subject: Integrated Service Coordinator**

**Chinatown Service Center is a nondiscrimination equal opportunity employer.  
Reasonable Accommodations are available upon request to individuals with disabilities.**