

JOB DESCRIPTION

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| Job Title: | Bilingual (Spanish) Case Management Assistant |
| FLSA Status: | Non-Exempt |
| Accountable To: | Supervising Nurse Case Manager |
| Summary: | The Case Management Assistant is responsible for assisting with case management functions as directed and overseen by the Supervising Nurse Case Manager. |
| Essential Duties & Responsibilities: | <ol style="list-style-type: none">1. Translate and interpret for case management staff with monolingual Spanish speaking clients.2. Follow up with clients on case management needs as directed by case managers.3. Assist case managers with administrative tasks such as filing, auditing charts, etc.4. Deliver items to clients.5. Ordering supplies.6. All other duties as assigned. |
| Competency: | To perform the job successfully, the individual must demonstrate the following competencies: ability to listen and comprehend information, ability to follow directions and instructions, organizational abilities, ability to file alphabetically. Must demonstrate professional telephone etiquette and demonstrate ability to interact with a diverse group of people. |
| Qualifications: | To perform the job successfully, the individual must be able to perform each essential function successfully. Individual must demonstrate good judgment. |
| Education: | High school diploma or equivalent. |
| Language Ability: | <u>Bilingual Spanish required.</u> The ability to interpret and translate from English to Spanish, and vice versa, is required. Must have the ability to communicate effectively in English. Must be able to give and receive information clearly. |

- Reasoning Ability:** Must have the ability to apply common sense in carrying out instructions.
- Computer Skills:** Must have basic knowledge of Microsoft Word and Outlook software.
- Supervisory Responsibilities:** None
- Certificates & Licenses:** None
- Work Environment:** The work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities or special needs to perform the essential functions.
- Physical Demands:** The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. There is no heavy lifting, moving or other physical demands. Reasonable accommodations may be made to enable individuals with disabilities or special needs to perform the essential functions.
- Salary & Benefits:** Salary is commensurate with qualifications and experience. Benefits are as outlined in Human Resources Policies and Procedures.

BACKGROUND CHECK WILL BE COMPLETED PRIOR TO HIRING
EDUCATION, EMPLOYMENT, REFERENCES ETC. WILL BE VERIFIED!

HOW TO APPLY:

E-mail cover letter and resume in **PDF** or **Word** format **ONLY** to:
jobs@ocasf.org

AIDS Services Foundation
17982 Sky Park Circle, Suite J
Irvine, CA 92614

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