



5110 North Broadway, Chicago, IL 60640

Phone: (773) 728-3700

Fax: (773) 728-0497

www.hnvi.org

Community Care Program Case Manager

About the Organization

Founded in 1976, The Vietnamese Association of Illinois (VAI) is a 501(c)(3) charitable organization that focuses on serving diverse communities of all ethnicities and religions, fostering unity, and promoting Vietnamese American identity.

Since its founding, VAI has served thousands of Vietnamese Americans and other ethnic communities through facilitating resettlement and citizenship, building community, seeking employment, addressing healthcare issues, raising political awareness, providing educational opportunities, addressing multigenerational issues for seniors and youth, establishing and expanding businesses, and strengthening cultural heritage. VAI's current services include adult literacy and civic education instruction, immigration and legal aid, senior in-home care, and youth programs.

About the Role

Job Title: Community Care Program Case Manager

Job Type: Full-time

Salary: TBD

Direct reports: Senior Program Manager

Core Responsibilities:

- Attend HOST pre-training within 90 days of DOH
- Attend 24 hours in service training per calendar year during the length of employment with the agency
- Serves as a liaison between the Case Coordinator Units/Managed Care Organization and the Agency;
- Assigns the workers for the CCP clients; follow-up and does home visits
- Completes the initial hiring paper works for the workers and keeps their files as well as the client files;
- Monitoring log in & out of the workers; edit and approve the time cards on BlueForce Epay systems
- Collects time sheets from the workers based on payroll schedule; compare timesheets to log in/out record on BlueForce Epay Systems before handing in for payroll
- Organizes the appropriate quarterly training for the home care workers

- Conduct Annual Performance Evaluations, Quarterly Conference, semi-annual and quarterly in-home visit with the HCAs
- Perform other duties as assigned by the Program Manager

Job Qualifications:

- Experience in social services, education, counseling or related field.
- Bilingual/bicultural preferred



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- High School diploma, BA preferred

Additional Information

This is a full-time salaried position based at VAI's DuPage office. Hours may sometimes exceed 40 hours a week. Candidate must have the ability and willingness to occasionally work irregular hours including evenings and weekends to attend meetings, trainings, and events.

If interested, please submit a one-page resume, a cover letter, and three references to InfoVAI@hnvi.org with Senior Manager – Jana Le in the email subject line.

VAI is proud to be an equal opportunity employer committed to fostering a diverse and equitable environment. VAI does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.