



## **Case Manager Assistant – Part-time**

Radiant Health Centers (RHC), seeks a part-time (20 hours a week) Case Manager Assistant who is responsible for assisting with a wide variety of case management functions.

With a team of caring and committed individuals and hundreds of dedicated volunteers, RHC is working to eliminate the stigma and overcome health disparities impacting the Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) community by providing healthy and compassionate care options.

RHC is the largest Orange County provider for such healthcare services and is currently expanding its capacity with plans to create a dedicated Federally Qualified Health Center (FQHC) for the LGBTQ+ community.

The Case Manager Assistant will:

- Translate and interpret for case management staff with monolingual Spanish speaking clients.
- Follow up with clients on case management needs as directed by Case Managers and assist with Case Manager of the day calls.
- Create charts and organize closed client charts.
- Assist Case Managers with administrative tasks such as fill the cabinet with forms, order forms, take minutes for clinical staff meetings, create Case Managers work schedules, update physician lists, order supplies, and schedule meetings,
- Assist with audits.
- Arrange mental health and medication co-pays.
- Request labs from doctors and verification of disease (VOD), order durable medical equipment (DME) and certificate of Eligibility Waivers.
- Liaison between Lifeline and RHC.
- Assist the Case Manager of the day with calls.
- Train new Social Workers, Case Managers and Nurses.

Working for a non-profit requires a unique and dedicated individual. We are looking for candidates with the following qualifications:

- Bilingual (English/Spanish) Required
- High School diploma or G.E.D preferred. Comparable experience is acceptable in lieu of a diploma.
- Ability to follow directions and instructions.
- Organizational abilities and the ability to file alphabetically.
- Must demonstrate professional telephone etiquette and the ability to interact with a diverse group of people.
- Individual must demonstrate good judgment.
- Must have the ability to work with diverse client, volunteer, and employee populations.
- Must demonstrate a positive and caring attitude, be client focused; value and respect others, demonstrate ethical behavior, teamwork and collaboration.
- Must possess sensitivity to the needs of individuals impacted by the HIV disease.



## **How to Apply**

To apply for the Case Manager Assistant position, please forward a cover letter and resume using one of the following methods:

- Email your resume and cover letter to at [aperaza@radianthealthcenters.org](mailto:aperaza@radianthealthcenters.org).
- Mail to Radiant Health Centers, Attn; Amanda Peraza, 17982 Sky Park Circle, Ste J, Irvine, CA 92614
- Fax to (949) 809-5779
- No phone calls, please

***RHC is an equal opportunity employer***