Position/Title: Case Coordinator
Full-Time or Part-Time: Full-time
Responsibilities: Daily tasks are (but not limited to): make phone calls to patients, aides, and insurance companies, schedule aides to care for patients, follow-up with patients’ well-being, obtain authorizations when needed, maintain patients’ schedules using HHAeXchange. Training will be available for prospective employee.
Qualifications Preferred/Required (Years of experience [if entry level, is on the job training provided?], Education Level, Skills, Language, English Proficiency): Minimum associate’s degree, MUST be able to speak English and Cantonese (Mandarin a plus), preferred experience in office environment.
Benefits Offered: Holiday and vacation pay, sick pay, 401(k), health insurance
Working Hours and Days: Mondays to Fridays 9am – 5 pm
Number of Openings: 2
Form of Payment (Cash or Paystubs): Check
Screenings? (Background check, drug test, etc): Background check, pre-employment physical form and drug screen.

Position/Title: Office Assistant
Full-Time or Part-Time: Full-time
Responsibilities: Daily tasks are (but not limited to): answer phone calls, organize files, print/fax documents, and various clerical tasks. Training will be available for prospective employee.
Qualifications Preferred/Required (Years of experience [if entry level, is on the job training provided?], Education Level, Skills, Language, English Proficiency): Minimum associate’s degree, MUST be able to speak English and Cantonese (Mandarin a plus), preferred experience in office environment.
Benefits Offered: Holiday and vacation pay, sick pay, 401(k), health insurance
Working Hours and Days: Mondays to Fridays 9am – 5 pm
Number of Openings: 2
Form of Payment (Cash or Paystubs): Check
Screenings? (Background check, drug test, etc): Background check, pre-employment physical form and drug screen.