

## **Case Coordinator (Bi-lingual English and Korean / Chinese / Spanish)**

Rapidly growing Homecare Agency is currently hiring a HR/Customer Service Rep. This position's responsibilities are but not limited to the following:

- Assist in the recruiting and hiring process for caregivers
- Assist with caregiver on-boarding and training
- Ensure caregivers are compliant with state and federal regulations and all records are current, accurate and complete
- Record accurate caregiver employee information into the computer system including time sheets and payroll data
- Supervise caregivers and complete performance evaluations for caregiver employees
- Understands and adheres to state and federal labor laws as they pertain to home care agencies

### **Requirements:**

- Must be bi-lingual English/Korean
- Must be computer literate, proficient in but not limited to MS Office, Excel, and homecare software programs.
- Be empathetic toward people with disabilities, the elderly, and their families.
- Communication and organization skill

Job Type: Full-time, Monday - Friday

Salary: \$18-20/hr

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Salary: \$18.00 - \$20.00 per hour

Benefits:

- Health insurance
- Paid time off

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute/relocate:

- Bayside, NY 11361: Reliably commute or planning to relocate before starting work (Preferred)