

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Consultant
Bureau of Aging and Disabilities
An Equal Opportunity Employer

Consultant, Age Friendly Community Initiative – Bureau of Aging and Disabilities

\$25.00 – \$30.00 hourly based upon experience and qualifications, 25 hours per week

Contractual position through September 30, 2024

Hours are typically Monday through Friday and vary between 8:00 am – 5:00 pm

The position is open until filled, with first review of applications on May 4, 2023.

The Bureau of Aging & Disabilities is seeking a motivated and outgoing professional to manage the development and operations of the Age-Friendly Community initiative in Carroll County, in accordance with Federal, State and local laws.

The Consultant will be responsible for developing a community needs assessment, conducting listening sessions and focus groups, developing a plan for resident/community participation in the focus groups and listening sessions and collaborating with community partners. The Consultant will also analyze the results of the community needs assessment and develop program goals and policies.

The ideal candidate for this opportunity will be organized and goal oriented with the ability to maintain and monitor workflow while managing multiple projects and possess excellent public speaking skills.

See next page for the full job description

Qualifications:

1. Bachelor's degree with major coursework in Political Science, Gerontology, Social Work, or related field*
2. Five years' experience in program management with a focus in Aging-related services
3. Valid driver's license
4. Requires criminal background check as condition of employment

*A comparable amount of training and experience may be substituted for the minimum qualifications.

Benefits of working for Carroll County Government:

- ✓ 40 hours of Sick and Safe Leave

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Request an application by calling our office or sending an email to: careers@carrollcountymd.gov
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 4/27/2023

(23-102)



The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kristy L. Bixler, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.

CONSULTANT – AGE FRIENDLY COMMUNITY INITIATIVE

GENERAL RESPONSIBILITIES

Manages the development and operations of the Age Friendly Community Initiative for the Bureau of Aging & Disabilities in accordance with Federal, State, and local laws.

ESSENTIAL TASKS include the following:

1. Provide program development and leadership; plan, organize, and conduct listening sessions and focus groups
2. Develop and implement a community needs assessment; collect, compile, and analyze results of the assessment
3. Formulate timeline for the Age Friendly Community Initiative, including goals, policies, and specific program deadlines
4. Identify gaps and barriers in community resources and services for older adults
5. Develop a plan for resident/community participation in focus groups and listening sessions
6. Study, develop, and standardize procedures to improve efficiency of the initiative
7. Prepare both written and oral presentations; deliver presentations using in-person and virtual formats
8. Participate in Commission on Aging & Disabilities meetings and assist the Bureau Chief with leading the Carroll Together Subcommittee
9. Establish, organize, and maintain files and computer records management/file systems
10. Write, maintain, prepare, analyze, and report on statistical reports and other data
11. Perform related duties as to specific assignments
12. Any employee may be identified as Essential Personnel during emergency situations
13. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Bachelor's degree with major coursework in Political Science, Gerontology, Social Work, or related field*
2. Five years experience in program management with a focus in Aging-related services

* A comparable amount of training and experience may be substituted for the minimum qualifications.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. Requires criminal background check as condition of employment

KNOWLEDGE, SKILLS AND ABILITIES

1. Read, interpret, and comprehend instructions, regulations, correspondence, and memos
2. Write reports, business correspondence, and procedure manuals
3. Present information and respond to questions from employees, groups of managers, clients, customers, and general public
4. Define problems, collect data, establish facts, and draw valid conclusions
5. Work with detail, problem solve and communicate problems
6. Respond to inquiries and complaints from employees and citizens
7. Follow detailed written or oral instructions
8. Use computer software programs and/or other applications
9. Facilitate community meetings and outreach