

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



Currently accepting applications for:
Program Specialist
Bureau of Aging and Disabilities

An Equal Opportunity Employer

Program Specialist, Vaccination Outreach – Bureau of Aging and Disabilities

\$17.76 hourly, up to 25 hours per week, *temporary contractual position through September 2022*

Hours are typically Tuesday through Friday from 9:00 am – 3:45 pm

This position will remain open until filled.

The Bureau of Aging and Disabilities is currently searching for an individual to provide COVID-19 vaccination outreach to older adults and individuals with disabilities in Carroll County. The position will work in partnership with other community agencies.

Daily tasks include but are not limited to, disseminating credible information about COVID-19 vaccines, identifying people who may need help getting a COVID-19 vaccination and/or booster shot, assisting individuals with scheduling a COVID-19 vaccination and/or booster shot arranging or providing transportation to vaccination sites and communicating with coworkers and staff of partner agencies.

The ideal candidates should have human services experience, knowledge of community resources, excellent customer service skills, the ability to work independently and as part of a team and effective communication skills.

See next page for full job description

Qualifications:

1. Bachelor's degree in human services, social work or related field
2. Two years' experience in case management or program implementation
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
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

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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 Kimberly L. Frock, 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.

PROGRAM SPECIALIST – VACCINATION OUTREACH

GENERAL RESPONSIBILITIES

Provides program coordination, service delivery, implementation and/or case management for COVID-19 vaccination outreach to older adults and individuals with disabilities in accordance with Federal, State, and local laws.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Provide service delivery of specified program(s) and project(s)
2. May perform case management, determine eligibility, conduct appointments and field visits
3. Assess client needs, collect data, provide information, answer questions, and make referrals
4. Receive, investigate and resolve problems
5. Compose, prepare and process reports, correspondence and required literature
6. Develop and maintain effective working relationships with community agencies that provide services to older adults and individuals with disabilities
7. Establish, organize and maintain files and computer records management/file systems
8. Perform related duties as to specific assignments
9. Any employee may be identified as Essential Personnel during emergency situations
10. Communicate with managers, supervisors, co-workers, citizens and others, maintain confidentiality and represent the County
11. Provide service to customers by answering questions, providing information, making referrals and assuring appropriate follow-through and/or resolution

EDUCATION AND EXPERIENCE

1. Bachelor's degree in human services, social work or related field
 2. Two years experience in case management or program implementation
- * 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. Knowledge of community services/programs/resources
2. Read, interpret and comprehend instructions, regulations, correspondence, and memos
3. Define problems, collect data, establish facts and draw valid conclusions
4. Work with detail, problem solve and communicate problems
5. Follow detailed written or oral instructions
6. Use computer software programs and/or other applications