

Department of Human Resources 225 North Center Street <u>Westminster, Maryland</u> 21157 410-386-2129

Employment Opportunity

Program Coordinator - Veterans Services Case Management - Bureau of Aging and Disabilities \$18.50 hourly salary - 25 hour contractual position

Apply By: Thursday, January 30, 2020 @ 5:00 p.m.

<u>GENERAL RESPONSIBILITIES</u> Provides program coordination, service delivery, implementation and/or case management for the Veterans Services Program in accordance with Federal, State, and local laws.

ESSENTIAL TASKS include the following; other duties may be assigned

- 1. Provide implementation and service delivery of specified program(s) and project(s)
- 2. Perform case management coordination, determine eligibility, conduct appointments and field visits
- 3. Assess client needs, program eligibility, 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 Veterans
- 7. Establish, organize and maintain files and computer records management/file systems
- 8. Provide program leadership to the Carroll County Veterans Advisory Council, participate in workgroups and attend public meetings
- 9. Compile reports required by management and/or government agencies
- 10. Act as a liaison to Veteran Service Organizations in Carroll County
- 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
- 14. 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
- 3. Previous experience with community services or homeless programs desired

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

CERTIFICATES, LICENSES, REGISTRATIONS

- 1. Valid driver's license
- 2. Federal and State criminal history record check prior to employment

A Carroll County Government job application is required for this position <u>Apply on-line</u>: <u>www.carrollcountymd.gov</u> Carroll County Job Hotline at (410) 386-2020 to request an employment applicat

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

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Carroll County is an equal opportunity employer

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.