



Employment Opportunity

Program Specialist – Waiver Program - Bureau of Aging and Disabilities

\$17.00 hourly salary - 24 hours weekly - contractual position

Apply By: Thursday, March 4, 2020 @ 5:00 p.m.

GENERAL RESPONSIBILITIES

Provide service delivery, implementation, and/or case management for any or all of the following programs: Community Options Waiver (CO), Community First Choice (CFC), Community Personal Assistance Program (CPAS) and Nursing Facility Program Education (NFPE) grants, under general supervision, 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, as required
3. Assess client needs, collect data, analyze complaints, provide information, answer questions, and make referrals
4. Receive, investigate, and resolve problems
5. Compose, prepare, and process reports, correspondence, and required literature
6. Establish, organize, and maintain files and computer records management/file systems
7. Apply knowledge of and responds to questions regarding ordinances, regulations, policies, procedures, and practices
8. Develop and maintain effective working relationships with community agencies
9. Perform related duties as to specific assignments
10. Any employee may be identified as Essential Personnel during emergency situations.
11. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
12. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Bachelor's degree with major course work in gerontology, 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 for field visits
2. Requires criminal background check as condition of employment

A Carroll County Government job application is required for these positions.

Apply on-line: www.carrollcountymd.gov

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

Posted: 2/13/2020
(20-100)

Carroll County is an equal opportunity employer