



Employment Opportunity

Program Manager – Senior Inclusion Program (SIP)

Bureau of Aging and Disabilities

\$21.86 hourly salary (Grade C11)

40 hour position with a full benefits package

Apply By: Monday, August 26, 2019 @ 5:00 p.m.

GENERAL RESPONSIBILITIES

Provides staff supervision, program management, implementation, and/or monitoring, for the Senior Inclusion Program, a licensed DDA a community integrated, Day Habilitation Program for older adults with intellectual and physical disabilities, in accordance with federal, state and local laws.

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

1. Provide program development, leadership, participate in work groups and attend public meetings
2. Provide direct supervision of Senior Inclusion Program staff in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
3. Perform advanced program management, conduct person centered planning meetings, and incident investigations as required by COMAR
4. Develop and maintain effective working relationships with community agencies
5. Assess client needs, determine eligibility, collect data, analyze complaints, provide information, answer questions, and make referrals
6. Receive, investigate, monitor and resolve complex problems and complaints
7. Oversee budget and monitor expenditures to assure compliance with regulations and County fiscal management
8. Formulate goals, policies, programs, procedures, and work schedules
9. Assign duties and examines work for exactness, neatness, and conformance to laws, policies, and procedures
10. Study and standardize procedures to improve efficiency and ensure cost containment and appropriate service delivery
11. Compose, prepare, and process reports, correspondence, and required literature
12. Establish, organize, and maintain files and computer records management/file systems
13. Apply knowledge of and responds to questions regarding ordinances, regulations, policies, procedures, and practices
14. Perform related duties as to specific assignments
15. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
16. Communicate with managers, supervisors, co-workers, citizens, and others, maintain confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Bachelor's degree with major course work in gerontology, social work, developmental disabilities or related field
2. Six years experience in program management

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

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. First Aid, CPR, and AED Certifications (or obtain within the first 3 months of employment)
3. Maryland Medication Technician Certification (or obtain within 3 months of employment)
4. 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: 8/12/19
(20-28)**

Carroll County is an equal opportunity employer