

UMATILLA COUNTY

EMPLOYMENT OPPORTUNITY

UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6205 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

AN EQUAL OPPORTUNITY EMPLOYER

July 17, 2018

18-35

POSITION ANNOUNCEMENT

POSITION: CARE Specialist
POSITION #: 18-35
DEPARTMENT: CARE (Stanfield, Hermiston, Umatilla)
SALARY: \$3,598.00/Month (to start) – Plus Excellent Benefits
CLOSING: Open Until Filled

DESCRIPTION: The employee provides organizational support for the Community Access for Resources Effectiveness Program (CARE) in Umatilla County. This employee works in partnership with and directly supports the efforts of local schools and community programs to provide the CARE program for Umatilla County.

REQUIREMENTS:

- Associate's Degree from an accredited institution in Social Services, Human Services, or related field preferred
- At least two years of experience working with children and families in a social service related setting
- Experience working with children and family trauma preferred
- Possess a familiarity with agencies and services available in the community to provide support to children and families
- Possess a valid Oregon Drivers' license
- Ability to travel within the County
- Ability to work a flexible schedule when necessary
- Possess excellent interpersonal, verbal and written skills
- **Bilingual Spanish Required**
- Must have good daily attendance (EE)
- Must be able to establish and maintain effective working relationship with supervisor, schools, the public, other county departments, and other community partners
- Excellent oral and written communication skills
- Excellent knowledge/experience with computers and software programs such as Word, Excel, Google applications and scanning
- Good telephone and in-person etiquette interacting with general public, school staff and community partners in a cooperative, pleasant and positive manner
- Ability to be intuitive and work independently and as part of a team
- Follow written or oral instructions
- Good organizational skills

HOW TO APPLY: Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at www.umatillacounty.net or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to hr@umatillacounty.net.