

# UMATILLA COUNTY

## EMPLOYMENT OPPORTUNITY

### UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

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

Phone: (541) 278-6282 - Fax: (541) 278-6374

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

**AN EQUAL OPPORTUNITY EMPLOYER**

August 2, 2018

18-40

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#### POSITION ANNOUNCEMENT

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**POSITION:** Program Specialist - EOR/PSW

**POSITION #:** 18-40

**DEPARTMENT:** Community Developmental Disabilities Program (CDDP)

**SALARY:** \$3,600.00/Month (to start) – Plus Excellent Benefits

**CLOSING:** Open Until Filled

**DESCRIPTION:** Provide data analysis along with program support related to in-home supports. Ensure all information related to employment of Personal Service Workers is accurate and in compliance with requirements of the Office of Developmental Disabilities Services (ODDS). Ensure program is in compliance with applicable OAR regulations, and applicable laws through development, coordination and monitoring of any service related to in-home supports.

#### **REQUIREMENTS:**

##### GENERAL/ORGANIZATIONAL

- These competencies need to be demonstrated by everyone within the department:
- Quality/Compliance: Achieving a standard of excellence with our work processes and outcomes, honoring Umatilla County policies and all regulatory requirements;
- Customer focus: Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer rather than our department or the County;
- Communication: Balancing listening and talking, speaking and writing clearly and accurately, influencing others, keeping others informed;
- Collegiality: Being helpful, respectful, and approachable and team oriented, building strong working relationships and a positive work environment;
- Initiative: Taking ownership of our work, doing what is needed without being asked, following through;
- Efficiency: Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things;
- Coachable: Being receptive to feedback, willing to learn, and embracing continuous improvement;
- People management: Setting clear expectations, reviewing progress, providing feedback and guidance, holding direct reports accountable.

##### KNOWLEDGE/EDUCATION/EXPERIENCE

- Able to demonstrate by conduct the competencies required by OAR and compliance with Umatilla County and the CDDP policy and procedures.

- Able to communicate effectively, both orally and in writing; prepare and deliver presentations to staff; and establish and maintain cooperative working relationships with staff, providers, state and county employees as well as the public. (Spanish speaking, writing, reading preferred)
- Ability to be flexible and complete tasks within short deadlines.
- Must participate in 20 hours per year of State of Oregon sponsored training or other applicable training.
- Must have a valid Driver's License, and pass background check.
- Must demonstrate ability to act on personal initiative using sound judgment.
- Ability to show completion of education at minimum: High School Diploma or GED
- Proficient in Microsoft Office and Google Sheets
- Ability to demonstrate the basic required knowledge and abilities to perform the duties of position. (Employer of record and/or Personal Service Worker experience preferred)
- Knowledge of Intellectual/ Developmental Disabilities systems and programs is an advantage.

**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](http://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](mailto:hr@umatillacounty.net).