



Employment Opportunity

Program Specialist – Guardianship Program - Bureau of Aging and Disabilities

\$17.00 hourly salary - 25-hour contractual position

Apply By: Tuesday, February 9, 2021 @ 5:00 p.m. (posting date extended)

GENERAL RESPONSIBILITIES Provide service delivery, implementation, and/or case management for specified program(s) and/or project(s) 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. May require evening and weekend on-call responsibilities
10. Perform related duties as to specific assignments
11. Any employee may be identified as Essential Personnel during emergency situations.
12. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
13. 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
2. Requires a criminal background check as condition of employment

A Carroll County Government job application is required for this position

Apply on-line: <https://careers.carrollcountymd.gov/openings/>

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

**Posted: 1/12/2021
(21-61)**

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.