

MULTNOMAH COUNTY
invites applications for:



**Adult Care Home Program Licensor, Aging,
Disability and Veterans Services Division**

Job #:	6021-186
Opening Date:	10/20/17
Closing Date/Time:	11/12/17 11:59 PM
Salary:	\$25.77 - \$31.69 Hourly \$4,483.98 - \$5,514.06 Monthly \$53,807.76 - \$66,168.72 Annually
Job Type:	Full-Time Regular
Location:	Lincoln Building, downtown Portland
Department:	Department of County Human Services

OVERVIEW:

Multnomah County [Department of County Human Services](#) Aging, Disability and Veterans Services Division **Adult Care Home Program invites applications for a Licensor (Program Specialist) position.** This full-time regular position located in downtown Portland. The eligible list created from this recruitment may be used to fill future regular or limited duration positions. [This Work Matters - watch our video to learn more.](#)

The vision for the Department of County Human Services is that every person, at every stage of life, will have equitable opportunities to thrive. Come and help make a difference for people in our community! Being a licensor with the Adult Care Home Program allows you to support providers to create a healthy and safe environment for older adults and adults with disabilities with responsibility for ensuring accountability to local, state and federal rules.

Your primary responsibilities will include:

- Determine eligibility for adult care homes licenses
- Conduct on-site licensing inspections of adult care homes
- Review protective service reports and recommends corrective action
- Conduct investigations on compliance and risk issues
- Participate in rule making and in the development of policies and procedures

Diversity and Inclusion: At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees. We are proud to be an Equal Opportunity Employer.

TO QUALIFY:

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant. For details about how we typically screen applications, review our overview of the [selection process page](#).

Minimum Qualifications/Transferable Skills*:

- Ability to promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values

- Bachelor's degree or equivalent practical experience
- 2 years of experience in policy planning/development, monitoring/compliance, protective services/similar field investigations, and/or case management
- Must have a valid driver license
- Must pass a criminal background check

Preferred Qualifications/Transferable Skills*: You do not need to have the following preferred qualification/transferable skill to qualify. However, keep in mind we may consider some or all of the following when identifying the most qualified candidates. Please clearly explain on your application how you meet any of the following preferred qualification/transferable skill.

- Experience in a medical or human services related field

***Transferable skills:** Your transferable skills are any skills you have gained through education, work experience (including the military) or life experience that are relevant for this position. Be sure to describe any transferable skills on your application and clearly explain how they apply to this position.

SCREENING AND EVALUATION:

The Application Packet: (Attachments will not be reviewed unless specifically requested.)

1. A completed online application
2. Response to supplemental questions

The Selection Process: For details about how we typically screen applications, review our overview of the [selection process page](#). We expect to evaluate candidates for this recruitment as follows:

1. Initial review of minimum qualifications
2. Supplemental question review
3. Phone screen or oral exam
4. Consideration of top candidates
5. Background and reference checks

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference page](#) for details about eligibility and how to apply. The recruiter as listed on the job announcement must receive all required documentation by the closing date of the recruitment.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Note: Application information may be used throughout the entire selection process. This process is subject to change without notice.

ADDITIONAL INFORMATION:

Type of Position: This hourly union-represented position is eligible for overtime pay.

Note regarding salary placement: New employees and rehires will be paid at the minimum rate in the range for their classification unless a higher rate is approved by the Appointing Authority.

Questions?

Anna Shy, Recruiter
Department of County Human Services
421 SW Oak St, Portland, OR 97204
anna.shy@multco.us
503-988-7506

Disclaimer: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Apply Online:

<http://www.multco.us/jobs>

Adult Care Home Program Licensor, Aging, Disability and Veterans Services Division Supplemental Questionnaire

- * 1. In an effort to ensure our outreach and advertising efforts are reaching diverse and qualified applicants, please state below how you found out about this position and include any names of people that referred you to the position. (Please note, this information will have no effect upon your application.)
- * 2. Do you currently, or will you by the time of hire, have a valid license to drive?
 Yes No
- * 3. Please treat this response as though it is your cover letter and limited to the equivalent of one page (attachments will **not** be reviewed). The quality of your response may determine if you are moved on to the next review. You should address the following:
- Please tell us why you are interested in this position.
 - Tell us about your experience with diverse populations, including immigrants, older adults and adults with disabilities, and how you promote inclusiveness and create a culture of respect in your work environment.
 - Describe your transferable skills and experience that will allow you to be successful in this position.
- * Required Question