

MULTNOMAH COUNTY
invites applications for:



Outreach Coordinator, Aging, Disability and Veterans Services Division Community Services

Job #:	6022-92
Opening Date:	10/20/17
Closing Date/Time:	11/02/17 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 invites applications for an **Outreach Coordinator (Program Coordinator)**. 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.](#)

Are you a creative collaborator who loves building relationships and applying cross-cultural knowledge? Do you have outreach experience and love connecting with under-served communities? Please consider applying for this great opportunity to increase awareness for older adults and people living with disabilities to resources!

You will improve awareness of Medicare and Aging and Disability benefits and supportive services for under-served communities which include rural, low-income, young adults living with disabilities, Native American, African American, Asian and Pacific Islander, Latino, English as Second Language, Lesbian, Gay, Bisexual, and Transgender, and Long Term AIDS Survivors.

Your primary responsibilities will include:

- Raise awareness through staffing outreach and education events: develop and distribute educational/marketing materials, and create ad campaigns
- Collaborate with diverse stakeholders to coordinate statewide outreach activities
- Create and deliver culturally responsive presentations and educational events for various communities including health-care providers on topical matters regarding Medicare and Medicare Savings Programs
- Track activity outcomes for our statewide grant and write narrative reports

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 responsible program coordination, and/or outreach experience
- Experience working in the public sector and administering programs for the elderly, individuals with disabilities and veterans
- 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.

- Knowledge of Medicare and Medicaid Savings Programs

***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 question

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 interview
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>

Outreach Coordinator, Aging, Disability and Veterans Services Division Community Services Supplemental Questionnaire

- * 1. 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:
- We would like to know what interests you about this position.
 - The vision for our department is that every person, at every stage of life, will have equitable opportunities to thrive in Multnomah County. Describe how you would provide equitable service to prospective and current under-served communities representing different cultural, racial, class, gender, or other identities.
 - Tell us about your experience with coordinating outreach activities, creating presentations/marketing materials, and handling competing deadlines.

* Required Question