

MULTNOMAH COUNTY
invites applications for:



**Case Manager 2 - Aging, Disability and
Veterans Services Division**

Job #:	6297-93
Opening Date:	12/29/17
Closing Date/Time:	01/10/18 11:59 PM
Salary:	\$22.88 - \$28.15 Hourly \$3,981.12 - \$4,898.10 Monthly \$47,773.44 - \$58,777.20 Annually
Job Type:	Full-Time Regular
Location:	Various Locations
Department:	Department of County Human Services

OVERVIEW:

Looking for a rewarding work environment and allows you to serve the community? We've got good news! Multnomah County [Department of County Human Services Aging, Disability & Veterans Services](#) invites applications for Case Manager 2. The eligible list created from this recruitment may be used to fill future regular, limited duration, full or part-time positions at any of our branch locations. [This Work Matters - watch our video to learn more.](#)

Primary responsibilities include:

- Provide services to clients which could include eligibility assessment and intake for Oregon Supplemental Income Program (OSIP), Presumptive Medicaid, SNAP, and the Oregon Health Plan
- Assess client needs and risk status through home visits, phone calls, and connecting them with resources
- Develop comprehensive, client-centered care plans
- Paperwork, paperwork, and more paperwork! Plus quite a bit of data entry

Successful case managers have:

- Ability to stay on top of the clerical duties so the client work stays up to date
- Respect and appreciation for ethnic and cultural diversity
- Expertise in case management philosophies and strategies
- Strong interpersonal, communication, and organizational skills
- Commitment to delivering person-centered care

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
- Associate's degree or equivalent practical experience
- 3 years of case management work experience
- Must have a valid driver license
- Must pass a criminal background check

***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
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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>

Case Manager 2 - Aging, Disability and Veterans Services Division Supplemental Questionnaire

- * 1. From time to time, Multnomah County hires temporary employees for positions where continued employment is uncertain due to an emergency workload, absence of an employee, or because of a short-term need for a skill or ability. Are you interested in being considered for temporary case management positions that may come open in the future? (Please note, this information will have no effect upon your application.)
- Yes No
- * 2. Do you currently, or will you by the time of hire, have a valid license to drive?
- Yes No
- * 3. Please mark locations that you are interested in working at.
- East ADVSD (Gresham)
 Mid County ADVSD (SE 106th & Cherry Blossom Dr)
 N/NE ADVSD (NE MLK & Garfield)
 SE ADVSD (SE 46th & Belmont)
 West ADVSD (downtown Portland)
- * 4. 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.
 - Tell us how your background and experience make you a great candidate and what leadership qualities you possess.
 - 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.

* Required Question