

MULTNOMAH COUNTY
invites applications for:



**Branch Manager, Aging, Disability and
Veterans Services Long Term Care**

Job #:	9615-109
Opening Date:	08/09/17
Closing Date/Time:	08/23/17 11:59 PM
Salary:	\$5,564.02 - \$8,589.06 Monthly \$66,768.24 - \$103,068.72 Annually
Job Type:	Full Time
Location:	Various Locations
Department:	Department of County Human Services

OVERVIEW:

Do you thrive in a fast paced, challenging and outcome-oriented environment? Multnomah County Department of County Human Services invites applications for Program Manager with the Aging, Disability and Veterans Services Division (ADVSD). This position provides branch level supervision for one of six ADVSD offices across Multnomah County. Our current vacancies are located in the West Branch (Downtown), North/Northeast Branch and East Branch (Gresham).

The eligible list created from this recruitment may be used to fill future regular, limited duration, full or part-time or temporary positions.

[This Work Matters - watch our video to learn more.](#)

You may be the ideal candidate for this position if you are:

- Looking for a dynamic position working with committed professionals who promote client independence, choice, and dignity
- Able to collaborate and build community and agency partnerships to serve our target population
- Motivated to create and promote a learning environment for staff and partners
- Inspired by change, creativity, innovation, and continuous quality improvement
- Able to inspire, motivate, and lead others to create a shared vision for external and internal quality customer service in a supportive, energetic, and productive setting

In your new endeavor, you will be managing programs that provide consumer access to a wide range of benefits including:

- Medicaid
- SNAP
- Long Term Care Services
- Transition and Diversion
- Older American Act programs
- Referrals to community and trusted partners

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*:

- Bachelor's degree or equivalent practical experience
- 5 years of increasingly responsible and major program experience in the field of human services
- 3 years of experience leading and supervising Aging and Disability Programs and staff
- Knowledge of Medicaid and 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 qualifications/transferable skills 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 qualifications/transferable skills.

- Advanced knowledge of laws and policy related to the administration of Federal and State financial, medical and long term care benefit programs for the elderly and individuals with disabilities; this includes laws, rules/regulations and policy related to Medicaid, Medicare, SNAP, Older Americans Act, In-home Care, Adult Foster Homes, Residential Care Facilities, Assisted Living Facilities, Specialized Living Facilities, Enhanced Care Facilities, Nursing Facilities and the Community-Based Care Waiver
- Advanced knowledge of the Federal, State and local organizational network designed for leading, coordinating and providing services to these populations
- In depth understanding of the needs of the elderly and disabled populations

***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. A cover letter - In addition to talking about your passion and interest in the position, your cover letter should describe your experience developing and implementing procedures, and engaging staff in change management activities. We expect a thorough cover letter will be 1-2 pages long.

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. Secondary review for most qualified
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 salaried management position is not eligible for overtime pay.

Note regarding salary placement: New employees and rehires will be paid between or at the minimum and midpoint in the pay 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>

Branch Manager, Aging, Disability and Veterans Services Long Term Care Supplemental Questionnaire

- * 1. Please treat this response as though it is your cover letter. In addition to talking about your passion and interest in the position, your cover letter should describe your experience developing and implementing procedures, and engaging staff in change management activities. We expect a thorough cover letter will be 1 - 2 pages long.

* Required Question