

MULTNOMAH COUNTY
invites applications for:



Bilingual Spanish Energy Worker/Program Technician, Youth and Families Services Division

Job #:	6020-54
Opening Date:	08/17/17
Closing Date/Time:	08/31/17 11:59 PM
Salary:	\$19.15 - \$23.57 Hourly \$3,332.10 - \$4,101.18 Monthly \$39,985.20 - \$49,214.16 Annually
Job Type:	Full-Time Regular
Location:	Lincoln Building, downtown Portland
Department:	Department of County Human Services

OVERVIEW:

Combine your love for serving your community with your attention to detail and be part of the Energy Services team in the Youth and Family Services Division. Multnomah County Department of County Human Services invites applications for a Bilingual Spanish Energy Worker (Program Technician classification).

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

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

As the Bilingual Spanish Energy Worker, you will provide technical and administrative assistance for the low-income Energy Services Programs, which include Energy Bill Payment Assistance and Weatherization. This position coordinates program applications, work orders and payment documents related to clients and vendors. **More than 50% of your workload will support clients whose preferred language is Spanish.** You will also participate in the research, design, implementation, monitoring and evaluation review of programs.

We are looking for:

- Excellent customer service
- Familiarity with standard office software and procedures
- Ability to work with a team to achieve good outcome for clients and program
- Comfort with change
- Ability to stay organized
- Commitment to equity, diversity and inclusion

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*:

- High school diploma or GED
- Three years of increasingly responsible experience or training in business services and operations
- Must be proficient in Spanish (speak, read, write)
- 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. A cover letter pasted into the supplemental question portion of your application - Your cover letter should address a) your knowledge of data collection and management and b) your ability to establish and maintain cooperative working relationships with co-workers, partner organizations and other stakeholders.

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:

- Initial review of minimum qualifications
- Cover letter review
- Phone screen or oral exam
- Consideration of top candidates
- 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?

Mark Kille, Recruiter

Department of County Human Services
421 SW Oak St, Portland, OR 97204
mark.kille@multco.us
503-988-7527

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>

**Bilingual Spanish Energy Worker/Program Technician, Youth and Families Services Division
Supplemental Questionnaire**

- * 1. Are you proficient in English and Spanish (speak, read, and write)? A proficiency exam will be given.

Yes No

- * 2. Please treat this response as though it is your cover letter. It should be limited to no more than the equivalent of one typed page, and it will be scored. The quality of your response may determine if you are moved on to the next review. Your cover letter should address a) your knowledge of data collection and management and b) your ability to establish and maintain cooperative working relationships with co-workers, partner organizations and other stakeholders.

- * Required Question