



MULTNOMAH COUNTY
invites applications for:

Case Manager 2, DCCHS

Job #:	6297-90
Opening Date:	09/08/17
Closing Date/Time:	09/22/17 11:59 AM
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:

Come make a difference in the lives of our vulnerable populations and join a rewarding work environment. Multnomah County Department of County Human Services invites applications for the Case Manager 2 classification. We expect up to **7** vacancies in the [Aging, Disability and Veterans Services Division \(ADVSD\)](#), and up to **30** vacancies in the [Intellectual & Developmental Disabilities Services Division \(IDDSD\)](#), pending budget approval in early October 2017.

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.](#)

Primary responsibilities include:

- Provide services to clients which could include eligibility assessment and intake for Oregon Supplemental Income Program (OSIPM), General Assistance, Medicare and SNAP (food stamps) benefits.
- 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
- Ability to multi-task and prioritize
- 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
- Comfort and competence with using standard technology

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*:

- 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. A complete answer (one paragraph, about 250 words to the supplemental question: "The guiding principle of the Department of County Human Services is that every person, at every stage of life, will have equitable opportunities to thrive in Multnomah County. Please describe how you would provide equitable service to people of all different cultural, racial, class, gender or other identities."

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
4. Consideration of top candidates
5. Background, reference and education 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

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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>

Case Manager 2, DCHS Supplemental Questionnaire

- * 1. Do you currently, or will you by the time of hire, have a valid license to drive?
- Yes No
- * 2. Please mark locations that you are interested in working at.
- East County (600 NE 8th St, Gresham)
 West Gresham (2951 NW Division St, Gresham)
 Mid County (SE 106th & Cherry Blossom Dr, Portland)
 SE Portland (SE 46th & Belmont)
 N/NE Portland (NE MLK & Garfield)
 Downtown Portland (421 SW Oak St)
- * 3. Please mark divisions that you are interested in working for.
- Aging, Disability and Veterans Services
 Intellectual & Developmental Disabilities Services
- * 4. The guiding principle of the Department of County Human Services is that every person, at every stage of life, will have equitable opportunities to thrive in Multnomah County. Please describe how you would provide equitable service to people of all different cultural, racial, class, gender or other identities. ***Please limit your answer to one paragraph, about 250 words.
- * Required Question