



**MULTNOMAH COUNTY**  
invites applications for:

## **Limited Duration Bilingual Spanish Program Technician, Youth and Families Services**

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<b>Job #:</b>	6020-56
<b>Opening Date:</b>	11/03/17
<b>Closing Date/Time:</b>	11/17/17 11:59 PM
<b>Salary:</b>	\$19.15 - \$23.57 Hourly \$3,332.10 - \$4,101.18 Monthly \$39,985.20 - \$49,214.16 Annually
<b>Job Type:</b>	Full-Time Limited Duration
<b>Location:</b>	Downtown Portland
<b>Department:</b>	Department of County Human Services

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### **OVERVIEW:**

**Combine your love for serving your community with your attention to detail and be part of the anti-poverty efforts of the Youth and Family Services Division.** Multnomah County Department of County Human Services invites applications for a Limited Duration Bilingual Spanish Program Technician.

This limited duration appointment **cannot exceed 2 years.**

*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 Limited Duration Bilingual Spanish Program Technician, you will be responsible for recruiting and supporting participants in the Supplemental Nutrition Assistance Program (SNAP), also known as food stamps. You will build relationships with community service agencies and help diverse groups of people understand SNAP through individual conversations and group presentations. You will also participate in the research, design, implementation, monitoring and evaluation review of the program.

**More than 50% of your workload will support clients whose preferred language is Spanish.**

### **Primary responsibilities include:**

- Recruiting and enrolling participants in SNAP
- Tracking clients' involvement in SNAP
- Conducting educational workshops about SNAP services and eligibility
- Collecting statistical and narrative data
- Assisting with project planning, implementation, communication of outcomes, training, and technical support

### **The successful candidate will demonstrate:**

- Ability to promote a culture of respect, inclusiveness, and appreciation of diverse perspectives,

- backgrounds, and values
- Excellent customer service
- Familiarity with standard office software and procedures
- Ability to work with a team to achieve good outcomes for clients and programs
- Comfort with change

**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 degree or GED (College coursework in social services, social science, business or public administration, or a related field is desirable **but not** required)
- Three years of office or administrative experience
- Must be comfortable and effective speaking in public
- 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 experience communicating detailed information to people who may be unfamiliar with it, b) your knowledge of data collection and management, and c) your ability to establish and maintain cooperative working relationships with diverse co-workers, partner staff 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:

1. Initial review of minimum qualifications
2. Cover letter review
3. Phone screen or oral exam
4. Consideration of top candidates (including written exam)
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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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.

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Apply Online:  
<http://www.multco.us/jobs>

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**Limited Duration Bilingual Spanish Program Technician, Youth and Families Services  
Supplemental Questionnaire**

\* 1. Are you fluent 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-and-a-half typed pages, 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 experience communicating detailed information to people who may be unfamiliar with it, b) your knowledge of data collection and management, and c) your ability to establish and maintain cooperative working relationships with diverse co-workers, partner staff and other stakeholders.

\* Required Question