



MULTNOMAH COUNTY
invites applications for:

Children and Young Adults Program Supervisor

Job #:	9361-219
Opening Date:	12/08/17
Closing Date/Time:	12/27/17 11:59 PM
Salary:	\$27.63 - \$42.64 Hourly \$4,807.94 - \$7,419.68 Monthly \$57,695.28 - \$89,036.16 Annually
Job Type:	Full-Time Regular
Location:	Downtown Portland
Department:	Department of County Human Services

OVERVIEW:

Are you excited about helping people with intellectual and developmental disabilities experience personal growth and development, enjoy meaningful relationships, safely live, and fully participate in communities and activities they choose? We are too! Multnomah County Department of County Human Services invites applications for a Program Supervisor in the Children and Young Adults Program in the [Intellectual & Developmental Disabilities Services Division](#) (IDDSD). This is a full time position located in **Downtown Portland**.

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.](#)

As the Children and Young Adults Program Supervisor, you will be a vital member of the IDDSD management team and will help to carry out its mission and promote and model its values. Your case management team will focus on providing services to children ages 0-15 who are impacted by intellectual and/or developmental disabilities. You will provide guidance and coordination for your team, including direct supervision of staff, training, providing information, and assisting in the planning and implementation of specialized programs.

Primary responsibilities include:

- Program management and technical assistance, to include assigning work and developing procedures consistent with county and department policy
- Providing leadership in carrying out the division's mission and promoting and modeling its values
- Monitoring of staff performance to ensure program criteria, performance standards, and timelines are met
- Promoting and fostering a diverse workforce while effectively administering personnel policies and labor agreements

The successful candidate will demonstrate:

- Ability to promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values
- Knowledge of principles and practices of case management for children and young adults impacted by intellectual and/or developmental disabilities
- Ability to successfully complete duties and assignments that are complex, difficult and varied
- Ability to collaborate, build relationships and lead a team to achieve positive work outcomes
- Ability to build effective partnerships with internal and external colleagues
- Comfort with change

Diversity and Inclusion: At Multnomah County, equity is at the core of what we do. 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
- 3 years of relevant experience in increasingly responsible professional leadership or technical program experience with intellectual and/or developmental disabilities
- 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 cover letter pasted into the supplemental question portion of your application - Your cover letter should address a) your ability to establish and maintain cooperative working relationships with diverse co-workers, partner staff and other stakeholders, b) your experience directly supervising the work of others, and c) your knowledge of the principles and practices of case management for children and young adults impacted by intellectual and/or developmental disabilities.

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 classified management position is not eligible for overtime pay.

Questions?

Mark Kille, Recruiter
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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>

Children and Young Adults Program Supervisor Supplemental Questionnaire

- * 1. 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 ability to establish and maintain cooperative working relationships with diverse co-workers, partner staff and other stakeholders, b) your experience directly supervising the work of others, and c) your knowledge of the principles and practices of case management for children and young adults impacted by intellectual and/or developmental disabilities.

* Required Question