

ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 09/18/2017 IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 09/28/2017 OUTSIDE: X

POSITION: MAP transition specialist INITIAL WORKSITE* 125 Virginia Avenue
Cumberland, MD

* Subject to change based on program needs

PROGRAM: MAP/H2H

SALARY: Hourly: \$11.50 Annually: _____

GENERAL SCOPE:

Under the supervision of the MAP Coordinator and in concert with HRDC Policies and Procedures and Program guidelines, expand the information and assistance function of the agency to include information on services for adults with disabilities and to incorporate person centered options counseling.

QUALIFICATIONS:

Bachelor Degree in Human Services and training and/or experience working with the aging and disability populations. Must be able to complete Options Counseling certification within probationary period.

JOB RESPONSIBILITIES

1. Answer all incoming MAP calls
2. Coordinate and schedule discharge/transition meetings.
3. Schedule Level 1 screenings.
4. Provide basic person centered options counseling.
5. Assist with the development of formal partnerships with local agencies to integrate services and provide information.
6. Participate in statewide MAP website. Review data regularly and update resources as needed.
7. Maintaining professional knowledge and skills by attending relevant workshops, training, and conferences. Review professional materials and literature and participate in professional organizations as required.
8. Establish and work closely with the state MAP website and other AAAs, soliciting their advice and assistance on matters affecting project operation.
9. Provide administrative oversight of MAP by ensuring compliance with terms and conditions of the State grant and applicable State regulations.
10. Schedule and plan trainings, relevant to MAP.
11. Data entry for agency databases.
12. Performing other project related duties as assigned and as allowable within the statutes, program regulations, and other applicable policies.

SKILLS & ABILITIES:

1. Must be able to understand and take HIPAA training.
2. Must be flexible, and eager to accept new challenges, have positive attitude and outgoing personality.
3. Must have access to transportation on a daily basis and the flexibility to travel independently.
4. Possess good organizational and time management skills.
5. Exercise independent judgement.
6. Ability to develop computer skills within agency designated time frame.
7. Ability to handle multiple tasks in a pressured and changing environment.
8. Must be able to read and interpret regulations.

WORKING CONDITIONS:

This is a Union eligible forty hours per week position. Daily work hours and days of week worked may vary depending on needs of the program. Must have the flexibility to work after normal business hours when program operations require it.

NOTICE: All applicants must submit HRDC Form 100 and Form 105 plus a cover letter which indicates how their work or educational experience meets the qualifications of the position. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO: HRDC Personnel Office
125 Virginia Avenue
Cumberland, MD 21502

AN EQUAL OPPORTUNITY EMPLOYER