

**ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.**

**POSITION VACANCY ANNOUNCEMENT**

POSTING DATE: 11/30/2017

IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 12/10/2017

OUTSIDE: X

POSITION: Mobility Coordinator CLASSIFICATION: Casual INITIAL WORKSITE:\* 125 Virginia Avenue, Cumberland

\* Subject to change based on program needs.

PROGRAM: OAA

SALARY: Hourly: \$9.25/hr Annually: \_\_\_\_\_

**GENERAL SCOPE:**

Under the supervision of the MAP Coordinator and in concert with HRDC Policies and procedures the Mobility Coordinator will determine participant eligibility, coordinate transportation using existing resources, track voucher system and coordinate program partners.

**QUALIFICATIONS:**

1. Three years of experience in community resources related to transportation or senior and/or disabled adults programs.
2. Knowledge of community and client base to develop partnerships.
3. Excellent verbal/written communication and organizational skills.
4. Ability to make presentations.
5. Ability to work well and have sensitivity to people, especially the elderly, disabled, and low income persons.
6. Access to transportation to travel independently as needed.
7. Must be 21 years of age.

**WORKING CONDITIONS:**

This position is a casual position up to 19 hours per week, Monday thru Friday. Hours to be determined upon needs of position. Evening and weekend hours may be required. Travel within the community could be required. This is a union eligible position.

NOTICE: All applicants must submit an HRDC Employment Application and 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

**HRDC - AN EQUAL OPPORTUNITY EMPLOYER**