

UMATILLA COUNTY

EMPLOYMENT OPPORTUNITY

UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

AN EQUAL OPPORTUNITY EMPLOYER

January 8, 2018

18-1

POSITION ANNOUNCEMENT

POSITION: Service Coordinator (2 Openings)
POSITION #: 18-1
DEPARTMENT: CDDP
SALARY: \$3,785.00/Month (to start) – Plus Excellent Benefits
CLOSING: Open Until Filled

DESCRIPTION: The Services Coordinator coordinates and provides services to people with intellectual/developmental disabilities. The overall purpose of service coordination is to identify, assess, coordinate and assure delivery of services and support required by persons with intellectual/developmental disabilities and their families.

REQUIREMENTS: Must have knowledge of the public service system for developmental disabilities services in Oregon and at least:

- A bachelor's degree in any field and one year of behavior science, social science, or a closely related field; or
- A bachelor's degree in any field and one year of human services related experience, such as work providing assistance to individuals and groups with issues such as economical disadvantages, employment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies or housing; or
- An associate's degree in behavior science, social science, or a closely related field and two years of human services related experience, such as work providing assistance to individuals and groups with issues such as economical disadvantages, employment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies or housing; or
- Three years of human services related experience, such as work providing assistance to individuals and groups with issues such as economical disadvantages, employment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies or housing.
- A valid Driver's license.

HOW TO APPLY: Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at www.umatillacounty.net or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to hr@umatillacounty.net.