



UMATILLA COUNTY POSITION DESCRIPTION



Department: CARE (Community Access for Resources Effectiveness)
Position Title: CARE Specialist

Employee Name: _____

Effective Date: _____

Job Series: _____ **Salary Range:** M19
Union Covered: Yes **BOLI Exempt:** No

GENERAL DESCRIPTION OF POSITION

The employee provides organizational support for the Community Access for Resources Effectiveness Program (CARE) in Umatilla County. This employee works in partnership with and directly supports the efforts of local schools and community programs to provide the CARE program for Umatilla County.

SUPERVISORY RELATIONSHIPS

Works under the general direction of the Board of Commissioners and under the direct supervision of the CARE Coordinator. Works in partnership with the CARE Steering Committee consisting of representatives of Pendleton School District, Hermiston School District, District 12 DHS Service Delivery Area, Umatilla Morrow Education District, and Umatilla County Department of Public Health and Department Human Services.

PRINCIPAL DUTIES OF POSITION

- Develop procedures to coordinate agency and school efforts for children and families. (EE)
- Act as a universal referral point for schools and community social services agencies. (EE)
- Coordinate and schedule CARE Team meetings. (EE)
- Facilitate CARE Team meetings in each school. (EE)
- Track and evaluate outcome of CARE Team meetings. (EE)
- Time will be split between program representation, program coordination, and program oversight.

Program Representation

- Review referral to determine agency representation needed.
- Determine referral applicability to program parameters.
- Schedule CARE Team meeting for appropriate referrals.
- Respond to questions and requests for information about CARE.
- Present information for community partners, as needed.

- Develop reports for community agencies, as needed.
- Publicize CARE description and potential services offered.

Program Coordination

- Have frequent contact and receives input and program/case direction from CARE Team members and referred families.
- Schedule base team meetings.
- Determine which cases will be staffed/re-staffed.
- Set weekly agenda for each school.
- Identify resources.
- Contact appropriate agencies.
- Coordinate, attend, and facilitate base team meetings.
- Ensure confidentiality requirements are explained and met.
- Report to the CARE Steering Committee.
- Identify action items from CARE Team meetings.
- Set responsible person for each action and due date.
- Communicate unexpected developments with CARE Team.
- Contact referral source to update on actions taken.
- Program Oversight
- Ensure services related to case plans are occurring. (EE)
- Contacts persons in charge of actions.
- Reviews cases to ensure that action items are completed.
- Oversight of family responsibilities.
- Maintains and updates data base to track referrals.
- Advocates development of community resources.
- Creates quarterly and annual reports of progress.

OTHER DUTIES OF POSITION

- Other duties as assigned.

REQUIREMENTS FOR POSITION

- Associate's Degree from an accredited institution in Social Services, Human Services, or related field preferred
- At least two years of experience working with children and families in a social service related setting
- Experience working with children and family trauma preferred
- Possess a familiarity with agencies and services available in the community to provide support to children and families
- Possess a valid Oregon Drivers' license
- Ability to travel within the County
- Ability to work a flexible schedule when necessary
- Possess excellent interpersonal, verbal and written skills
- **Bilingual Spanish Required**

- Must have good daily attendance (EE)
- Must be able to establish and maintain effective working relationship with supervisor, schools, the public, other county departments, and other community partners
- Excellent oral and written communication skills
- Excellent knowledge/experience with computers and software programs such as Word, Excel, Google applications and scanning
- Good telephone and in-person etiquette interacting with general public, school staff and community partners in a cooperative, pleasant and positive manner
- Ability to be intuitive and work independently and as part of a team
- Follow written or oral instructions
- Good organizational skills

SPECIAL QUALIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, and fax machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and

the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date