

Cascade County

Job Vacancy Announcement

Position: Resource Assistance Coordinator	Closing Date: February 15, 2013
County Department: Aging Services	Dept. Admin.: Rob Rung
Type of Position: Full - Time	Salary: \$10.23 per hour
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

This position is a first line representative of the Department by performing assigned duties to coordinate the Resource Assistance to clients within Cascade County, Montana. Applicant performs a wide variety of support and observatory reporting to the Department Managers, in assessing changes in client's behavior and living conditions as part of an on-going assessment of clients and their eligibility requirements. Primarily, the RAC will be responsible for the Commodities Supplemental Food Program (CSFP), however, assistance with the ADCR, Medicare and Medicaid programs via the Senior Medicare Patrol (SMP) and the State Health Insurance Program (SHIP) will be required. Activities will include but are not limited to coordination of services available to clients; recruitment and coordination of volunteers for the programs; planning and promoting the programs and advantages; organizing recognition events and promotional activities of Aging Services and Cascade County.

JOB REQUIREMENTS

Knowledge and understanding of: Motor vehicle operations; safe operation of motor vehicles; driving practices that include being courteous to other drivers and operation of the vehicle; Federal regulations for Federal Program eligibility; operation of desktop computer and application of Word, Excel and Power Point preferred; safety procedures; forklift operations.

Skills in: Operation of automatic and standard shift vehicles; following directions and ascertaining locations throughout Great Falls and Cascade County; public relations; and recruiting and scheduling volunteers.

Ability to: Establish effective working relationships with management, employees, State agencies, other county departments, and the general public; ability to problem solve and communicate effectively and work with many different cultures respecting their heritage and traditions; drive vehicles in safe and prudent manner; remain calm when work becomes stressful; observation of clients and their surroundings; deal with frequent change, delays or unexpected events; identify discrepancies or inaccuracies in routes and suggest corrections to supervisor; operate a personal computer using word processing spreadsheet and database applications appropriate to assigned duties; meet challenges with resourcefulness through original thinking and creativity; develop solutions; respond promptly to requests for service and assistance from the public and various office personnel; meets established timelines and/or deadlines; deal with frequent change, delays or unexpected events; excellent time management and organizational skills; operate a variety of office equipment; read and comprehend materials; analyze and compile information; adhere to standards of confidentiality; follow verbal and written instructions; observes work hours; demonstrate punctuality; works collaboratively with management and co-workers; practice good public relations in support of the Aging Services Department and its functions; observes established lines of authority; identifies problems that adversely affect the organization and its functions and offers suggestions for improvements; maintain confidentiality.

EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of one (1) year experience in delivery services **and/or** coordinating activities. Knowledge of people with disabilities and the aging population desired. Applicant must possess and submit copy of valid Montana Driver's License issued by the State of Montana. Ability to obtain Forklift Certification required.

The successful applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document and Employment Preference Form or DPHHS Handicap Certification with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER