EMPLOYMENT OPPORTUNITY

Community Health Department

Position: Community Outreach/Transition Specialist
Salary Range: $4,486/mo. to $6,011/mo. per month Starting Salary: DOE, DOQ
Location: Community Health Department
Employment Type: 40 hours/week, Non-Exempt, Benefits apply

Full Time Benefits Include: • County pays $1,450 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members • Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Veba account: Employer contribution may apply • Wellness program • Access to MetLife Pet Insurance • Deferred compensation plans offered • Twelve paid holidays annually • Vacation accrual based on seniority (see Union Contract) • Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit Walla Walla County Website for detailed benefits information.

Brief Duties and Responsibilities: Under the direction of the Developmental Disabilities Program Coordinator, or designee, the Community Outreach/Transition Specialist provides information, education, and outreach to the community including individuals Birth-3 and 14-21 years of age with intellectual and developmental disabilities, their families, schools, and advocates. Works with community partners to improve service system understanding, access, and outcomes for individuals with developmental disabilities across their lifespan. Applies and integrates the guiding values of the developmental disabilities system within program services and activities. Builds capacity within the local community through active partnerships with education, service providers, State agencies, and others to ensure that youth with developmental disabilities have opportunities for inclusive supported employment and are prepared for employment upon graduation from transition programming. Provides outreach and case management support for individual students and families to ensure successful outcomes related to employment and connections to both informal and formal support systems. Leads and works through partnerships, multidisciplinary teams and community groups to address issues related to transition services.

Working Environment/Physical Abilities: The working environment includes activities in multiple department venues. Physical abilities required for this position are ones typically related to office and field operations, sitting, standing, bending, reaching, and lifting to 20 pounds. Manual dexterity and visual acuity to operate computers, other office equipment, accessing file cabinets both on and off site, and sufficient hearing and speech ability to communicate verbally, and the ability to drive a motor vehicle.

Minimum Qualifications: Bachelor’s degree in social services, public health, health education, or other closely related field, AND one (1) year of experience working with people with intellectual and developmental disabilities OR a combination of education and experience management deems to meet the qualifications for the position. Training in interpersonal skills including effective communications. Valid driver’s license is required.

For Application: Application, resume and cover letter required. Job description is available on our website at www.co.walla-walla.wa.us where you can apply online.

THE SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT
GENERAL INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by email as soon as feasible following the final selection decision.

EMPLOYMENT

ELIGIBILITY LISTS: Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

Mailing Address:
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