



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Program Coordinator-Ombudsman - Hourly, (Grant-Funded)
H07, \$21.27 per hour/20 hrs per wk + LIMITED FRINGE
BENEFITS

DEPARTMENT: Department of Aging and Human Services

OPENING DATE: 02-13-19 **CLOSING DATE:** 02-27-19

MINIMUM QUALIFICATIONS:

Education: Bachelors degree.

Experience: Three (3) or more years of experience or additional education in a specialized area;

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

JOB SUMMARY: Performs a wide range of professional tasks to administer and facilitate the management of the Long-term Care Ombudsman program.

DUTIES:

- ◆ Serves as the Long-Term Care Ombudsman for St. Mary's County. Assists in the resolution of issues and disputes between long-term care facilities and residents. Refers cases that may involve neglect or abuse to Adult Protective Services, DSS, and the Sheriff's Department for needed intervention, and coordinates the Volunteer Ombudsman Program;
- ◆ Visits long-term care facilities including nursing homes and assisted living homes;
- ◆ May participate in family council meetings at long-term care facilities, and other council meetings as deemed appropriate;
- ◆ Works directly with the State Ombudsman, and community elder abuse prevention efforts;
- ◆ Promotes public awareness of the local Ombudsman Program;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to effectively communicate with other staff and especially members of the public in a courteous and caring manner;
- ◆ Expert knowledge of department practices and procedures and of the operations, procedures, and principles of assigned program;
- ◆ Expert knowledge of relevant Federal, State, and Local regulations regarding the administration of assigned programs;
- ◆ Knowledge of County, State Federal fiscal management;
- ◆ Ability to effectively communicate with other staff members; ability to coordinate, advise, and work with other professionals;

- ◆ Ability to prioritize and multitask;
- ◆ Ability to review and analyze existing information and make informed and sound decisions;
- ◆ Ability use available resources to research information;
- ◆ Ability to keep accurate records; and
- ◆ Ability to operate relevant computer systems, including hardware and software.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

COMPENSATION/BENEFITS:

Hiring Salary: \$21.27 Per Hour.

FLSA: Non-Exempt

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. Applications are available at:

Governmental Center – Potomac Building
Department of Human Resources, 3rd Floor
23115 Leonard Hall Drive, Leonardtown, MD 20650
Phone: 301-475-4200 Extension: 71100 Fax: 301-475-4082
Jobs Line: 301-475-4200 Extension: 71109
Email: smchr@stmarysmd.com Website: www.stmarysmd.com

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the Department of Human Resources: at [\(301\) 475-4200](tel:3014754200), Extension: 71100

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.

APPLY NOW - <http://www.stmarysmd.com/hro/application/HRAApplication.asp>