

**MULTNOMAH COUNTY**  
invites applications for:



## **Program Specialist Senior- Trauma and Healing Coordinator**

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<b>Job #:</b>	6088-126
<b>Opening Date:</b>	07/28/16
<b>Closing Date/Time:</b>	08/11/16 11:59 PM
<b>Salary:</b>	\$30.73 - \$37.83 Hourly \$5,347.02 - \$6,582.42 Monthly \$64,164.24 - \$78,989.04 Annually
<b>Job Type:</b>	Full-Time Regular
<b>Location:</b>	Downtown Portland
<b>Department:</b>	Health Department

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### **OVERVIEW:**

#### ***THIS WORK MATTERS!***

The Multnomah County Health Department, located in Portland, Oregon, is a progressive, forward-facing health department guided by its vision of "Healthy People in Healthy Communities." The mission of the Health Department is to assure, protect, and promote the health of the more than 766,200 people of Multnomah County, working in partnership with the diverse communities we serve. We place a special emphasis on underserved populations and are dedicated to eliminating racial and ethnic health inequities.

At the Health Department, we believe that to be trauma-informed, individuals, programs, and our organization at-large must:

1. *Realize* the widespread impact of trauma and that experiences with racism, poverty, and other forms of oppression can contribute to trauma;
2. *Recognize* the signs and symptoms of trauma in clients, families, staff, and others involved with the system;
3. *Respond* by fully integrating knowledge about trauma into policies, procedures, and practices; and
4. Seek to actively resist *re-traumatization* by continuously monitoring and adjusting practices to reduce the occurrence of trauma, encourage a focus on equity, and enhance resiliency of the workforce, individuals, and communities served (adapted from SAMSHA).

#### ***As the Trauma and Healing Coordinator you will:***

- Be a knowledge leader, collaborator, and primary driver of the Health Department's developing trauma-informed approach.
- Build capacity to become a more trauma-informed organization - a key strategy in the Health Department Strategic Framework.
- Possess multi-faceted knowledge of, and experience with, trauma-informed theories, principles, and practices; organizational development that will help to transform the Health Department culture to understand and embrace trauma-informed practice; and racial equity, racial justice, and/or critical race theory.
- Work to integrate equity into trauma-informed approaches and build capacity across the Health Department to become a more trauma- and equity-informed organization through the Trauma and Healing Advisory Group and other staff using project management and organizational development tools.
- Identify and develop skills needed of staff for training and performance improvement purposes.

**Additional information about the Health Department can be found here:**

- [Health Department FY 2017 Proposed Budget](#)
- [Multnomah County Health Department](#)

**Diversity and Inclusion:** At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees. We are proud to be an Equal Opportunity Employer.

**TO QUALIFY:**

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant. For details about how we typically screen applications, review our overview of [the selection process](#) page.

**Minimum Qualifications/Transferable Skills\*:**

- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, public health, community development, organizational development, social work, or a related field.
- Five years of increasingly responsible and major program development, organizational development, policy analysis, or program compliance/monitoring and evaluation experience; AND
- Experience with applying trauma-informed theories, principles, and practices; racial equity, racial justice, and/or critical race theory; and cultural humility and ability to work effectively with people from diverse backgrounds.

**Required Knowledge, Skills and Abilities include:**

- Knowledge of trauma-informed theories, principles, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions).
- Knowledge of racial equity, racial justice, and/or critical race theory, organizational development
- Experience managing or coordinating complex projects to include experience and/or training in Project Management
- Knowledge of principles and administrative rules pertaining to contracting processes (RFQ, RFP, contractor selection requirements, etc.); and the ability to develop, assess, and award RFQs and RFPs.
- Knowledge of principles and practices regarding contract monitoring.
- Knowledge and/or experience with change management as it relates to positive organizational and cultural change.
- Strong group facilitation skills.
- Experience using parallel process in communicating, facilitating, and conducting projects.

**\*Transferable skills:** Your transferable skills are any skills you have gained through education, work experience (including the military) or life experience that are relevant for this position. Be sure to describe any transferable skills on your application and clearly explain how they apply to this position.

**SCREENING AND EVALUATION:****The Application Packet:**

1. A resume
2. A cover letter addressing why you are interested in the position and what unique talent and skill sets you apart from other applicants.

**The Selection Process:** For details about how we typically screen applications, review our overview of [the selection process](#) page. We expect to evaluate candidates for this recruitment as follows:

1. Initial review of minimum qualifications
2. Supplemental question review
3. Oral and/or Skype interview
4. Consideration of top candidates
5. Background, reference, and education checks

**Note:** Application information may be used throughout the entire selection process. This process is

subject to change without notice.

**ADDITIONAL INFORMATION:**

**Type of Position:** This hourly union-represented position is eligible for overtime

**Veterans' Preference:** Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

**Accommodation under the Americans with Disabilities Act:** We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

**Questions?**

Keri Caffreys, Recruiter  
Health Department  
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Keri.caffreys@multco.us  
503-988-7472

**Disclaimer:** *This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.*

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Apply Online:  
<http://www.multco.us/jobs>

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**Program Specialist Senior- Trauma and Healing Coordinator Supplemental Questionnaire**

\* 1. DO NOT ANSWER, INFORMATION ONLY: For supplemental questions listed below, please be sure to answer all questions in detail, identify techniques used to resolve issues and use specific examples demonstrating any experience, training, systems and programs used in any paid and unpaid positions. Please do not list see resume or submit vague answers. Your responses to the questions below will be scored. I have read and understand these instructions.

Yes  No

\* 2. How does your professional and lived experience make you the ideal candidate for this position?

\* 3. At Multnomah County's Health Department, we place a special emphasis on eliminating racial and ethnic health inequities. How do you see a trauma-informed approach supporting this mission?

\* 4. Creating a more trauma-informed organization will require significant cultural transformation and leadership growth. What experience do you have relating to this kind of organizational transformation?

\* Required Question