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Case Manager 2

Southwest Portland/Downtown

Posted Yesterday

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Full time

R-4156

Current employees: Please apply through the employee portal to be considered for this opportunity.

Pay Range:

\$26.05 - \$31.90 Hourly

Department:

Department of County Human Services (DCHS)

Job Type:

Regular Represented

Exemption Status:

United States of America (Non-Exempt)

Closing Date (Open Until Filled if No Date Specified):

January 04, 2021

The Opportunity:

Service Coordinator - Intellectual and Developmental Disabilities
Description

Current employees: Please apply through the employee portal to be considered for this opportunity.

IMPORTANT INSTRUCTIONS:

We describe the required application materials in the SCREENING AND EVALUATION section below.

About Us



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Current Multnomah County employees must apply [within Workday](#).

We're glad you are considering a career that gives back and supports the community. Working for Multnomah County means having the opportunity to make a real difference in the community, no matter what position you hold.

Our organization's top priority is to meet the many needs of our residents. We provide a wide array of essential services including



where you need to upload your cover letter and resume. There will be no other prompt for you to upload your cover letter and resume.

Do not submit your application before you upload all of your attachments.

-- Only apply ONCE for this opportunity. Duplicate applications CANNOT be submitted in Workday. --

OVERVIEW:

Are you excited about helping people with intellectual and developmental disabilities experience personal growth and development, enjoy meaningful relationships, safely live, and fully participate in communities and activities they choose? We are too!

Multnomah County Department of County Human Services invites applications for Service Coordinator positions (Case Manager 2 job profile). This recruitment will be used to fill case management positions. Positions may become available on the Children and Young Adults, Adults, and High School Transition teams.

The eligible list created from this recruitment may also be used to fill future regular, limited duration, or temporary positions.

*Temporary positions - There are instances we need to hire temporary workers to cover for people who are on leave or temporarily working in a different position. Please let us know if you may be interested in a temporary position.

Primary responsibilities include:

- Work with individuals found eligible for case management services through Intellectual and Developmental Disabilities
- Assess client needs and risk status through home visits, phone calls, and connecting them with resources
- Develop comprehensive, client-centered care plans for people living in family homes and in comprehensive 24 hour care
- Monitor services and supports
- Paperwork, paperwork, and more paperwork! Plus quite a bit of data entry

Successful case managers have:

passports, mental health and addiction services and more.

[Learn more](#) about who we are, what we do, and why it matters.

Helpful Information

- [Veterans](#)
- [The Selection Process](#)



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management for people impacted by intellectual and/or developmental disabilities

- Ability to stay on top of the clerical duties so the client work stays up to date
- Ability to multi-task and prioritize
- Strong interpersonal, communication, and organizational skills
- Commitment to delivering person-centered care
- Comfort and competence with using standard technology

Diversity and Inclusion: At Multnomah County, equity is at the core of what we do. 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.

Minimum Qualifications/Transferable Skills*:

- Associate's degree (Equivalent training and practical experience may substitute for the educational requirement)
- Three (3) years of case management work experience
- Must have a valid driver license
- Must pass a criminal background check (this step occurs after a job offer)

*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:



apply for this position.)

2. A cover letter. Please attach your cover letter as a separate document. Your cover letter should address why you are interested in this opportunity and how your qualifications and experiences (both professional and/or lived) will make you a successful candidate for this position. The cover letter should also demonstrate your work experience and transferable skills and how they are related to those shown in the Overview and To Qualify sections of the job announcement.

Note for internal candidates: After you have applied, you will receive the Oregon Veteran Preference Questionnaire in your Workday inbox. Your application as an internal candidate is not complete until you fill out and submit the Oregon Veteran Preference Questionnaire.

-- Only apply ONCE for this opportunity. Duplicate applications CANNOT be submitted in Workday. --

We will not review attached files that are not your resume, your cover letter, or documentation that establishes your eligibility for veterans' preference. (The recruiter as listed on the job announcement must receive all required veterans' preference documentation by the closing date of the recruitment.)

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

Initial review of minimum qualifications

Application materials review
Phone screen
Consideration of top candidates
Background and reference 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 pay.

Note regarding salary placement: New employees and rehires will be paid at the minimum rate in the range for their classification.



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dignity and respect for our employees.

We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics. The [EEO is the Law poster](#) is available for your reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference. Review our [veterans' preference page](#) 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?

Recruiter:

Keri Caffreys

Email:

keri.caffreys@multco.us

Phone:

+1 (503) 9888295 x88295

Application information may be used throughout the entire selection process. This process is subject to change without notice.

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.

Job Profile:

6297 - Case Manager 2

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