



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Maryland Access Point/MAP Coordinator- Hourly
\$24.35 per hour (NO FRINGE BENEFITS)

DEPARTMENT: Department of Aging and Human Services

OPENING DATE: 03-22-17 **CLOSING DATE:** Open Until Filled

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree;

Experience: Three years or more of related experience;

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

ADDITIONAL REQUIREMENTS:

- ◆ Negative drug screen and successfully pass extensive background investigation with favorable results;

JOB SUMMARY: Develops and coordinates the St. Mary's County Access Point/Aging and Disability Resource Center (MAP/ADRC site, serving adults who are aging and those with disabilities, performs other duties as assigned.

DUTIES:

- ◆ Coordinates a system that provides intake, screening, information, referrals resources, options, direction and support;
- ◆ Interviews individuals and family members in person and by telephone to assess their medical, social, and financial needs and then informs them of the available programs/services for which they may be eligible;
- ◆ Assists consumers in applying for and assessing services, encouraging self-advocacy;
- ◆ Makes home visits to assess needs of consumers who are unable to leave their home without significant difficulty;
- ◆ Visit residents of nursing facilities who are referred and would like information about alternatives to long-term care;
- ◆ Establishes and maintains partnership and open communication with other community agencies that may also serve the same population;
- ◆ Oversees accurate and timely entry and reporting of data;
- ◆ Maintains up-to-date and confidential consumer files and records;
- ◆ Provides cordial, responsive and professional customer service;
- ◆ Provides training opportunities for partnering agencies;
- ◆ Develops and implements an outreach program to inform the community and partnering agencies about the MAP/ADRC site and the services offered;
- ◆ Attends all related meetings, trainings, webinars, and in-service opportunities related to the MAP/ADRC program;

- ◆ Work effectively with the general public;
- ◆ Handles consumer needs as requested by the Division Manager or Department Director;
- ◆ Supports family and caregiver training/education;
- ◆ Supports the HCBS Division and the department in a positive manner;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
- ◆ Knowledge of the procedures and practices of case file preparation and the preparation of legal documents;
- ◆ Ability to effectively communicate with other staff and especially members of the public who may be upset and/or angry, in a courteous manner;
- ◆ Ability to conduct research and maintain accurate records;
- ◆ Math and language skills;
- ◆ Ability to maintain confidentiality.

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, meetings and training rooms.

COMPENSATION/BENEFITS:

Hiring Salary: \$24.35 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. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

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: 1100 Fax: 301-475-4082
 Jobs Line: 301-475-4200 Extension: 1109
 Email: smchr@stmarysmd.com
 Website: www.stmarysmd.com

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/HRApplication.asp>