COUNTY OF ERIE
POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: December 11, 2015 **CLOSING DATE: December 29, 2015**

DEPT. TITLE: MH HOUSING PROGRAM SPECIALIST I **PAY GRADE: M-I**
COUNTY TITLE: PROGRAM SPECIALIST I
(Civil Service Title; Class Code-Position Number: County MH Program Specialist 1; L0751-0003)

BARGAINING UNIT: Non-Bargaining **DEPT: Human Services – MH/ID**
(Seniority Position: No) **154 W. 9th St., Erie, PA 16501**

2015 ENTRY RATE: $20.14/hour $39,273/annual - Min **HOURS PER WEEK: 37.5**
$37.76/hour $73,632/annual - Max **Mon – Fri, 8:30 a.m. – 5:00 p.m.**

*****THIS IS A REGULAR, FULL-TIME, CIVIL SERVICE POSITION*****

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position should submit an Erie County Employment Application, Bid Form and Resume stating their qualifications to the Human Resources Dept., Erie County Courthouse, 140 West Sixth Street, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm. **Applications must be received by or postmarked on or before Tuesday, December 29, 2015. (Erie County Courthouse closed for holidays on 12/25/15 and 12/28/15)**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE FOUND BY GOING TO THE www.eriecountypa.gov WEB ADDRESS AND SELECTING THE "VIEW JOB POSTINGS" LINK ON THE HOME PAGE. COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE HUMAN RESOURCES DEPT. ADDRESS LISTED ABOVE, OR, FAXED TO HUMAN RESOURCES @ 814-451-6484.

Inquiries related specifically to job duties may be directed to Dave Jeannerat @ 814-451-6820. All other inquiries may be directed to Jaynette Simmons @ 814-451-6852.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. IF YOU ARE CONTACTED FOR AN INTERVIEW AND NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE ADVISE THE INTERVIEWER OF THE ACCOMMODATIONS YOU REQUIRE WELL IN ADVANCE OF THE INTERVIEW.

ALL NEW HIRES IN THE DEPARTMENT OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.

MINIMUM REQUIREMENTS/QUALIFICATIONS

Applicant must be a Pennsylvania (PA) resident and meet the Minimum Experience and Training (METs) required for the job. The METs for this position are either: Two years of professional level experience in the field of mental health; and a bachelor's degree; **OR,** Any equivalent combination of experience and training.

Applicant must also be EITHER:

1. Within reach through the Rule-of-Three process on the current PA State Civil Service List of Eligibles for a County Mental Health Program Specialist 1;
   OR
2. Promotable without Exam (PWOE) through Civil Service by currently holding regular PA State Civil Service status in the next lower class of either a County Caseworker 2, County Social Worker 1 or Administrative Officer 1.

(continued on reverse)

For any other classification, a determination will be made as to whether a logical, occupational, functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for this position.

Applicants must also meet Civil Service Meritorious Service and Seniority criteria: Meritorious service is defined as: a) the absence of any discipline above the level of verbal reprimand during the twelve months preceding the closing date on the posting; and, b) the last due overall regular or probationary performance evaluation was higher than "unsatisfactory." Seniority is defined as a minimum of one year in a next lower class by the closing date of the posting.

OR

3. Eligible for either reinstatement, transfer, reassignment or voluntary demotion to the County Mental Health Program specialist 1 classification.

If you're uncertain of your eligibility of consideration for this position, please contact Jaynette Simmons @ 814-451-6852.

If you do not currently hold or have not previously held regular Pennsylvania Civil Service Status and your name is not on the current Pennsylvania Civil Service Employment List for a County Mental Health Program Specialist 1, you will be ineligible for consideration for this position.

DUTIES/RESPONSIBILITIES

Functional Statement: This is professional work of an administrative nature involving program planning, analysis and coordination of behavioral health, homeless, and housing services. The employee is responsible for the review, analysis, monitoring and coordination of assigned services and assisting in administering the aforementioned services.

1. Assists in the development of written plans related to delivery of services for individuals with mental illness, as well as individuals and families who are managing homelessness or near-homelessness.
2. Assists in the coordination and implementation of data collection, input and analysis.
3. Participates in the planning and development of the homeless system of care and is responsible for contracting for these services.
4. Facilitates the planning and implementing of a recovery and resiliency culture throughout the system.
5. Interprets rules, regulations, policies and procedures, and provides technical assistance to service providers for which employee has contract responsibility.
6. Assures that contracted services are delivered in conformity to the contract, including quantity, quality, client population, costs and outcomes.
7. Responsible for ensuring that there is family and consumer participation in decision making throughout the service delivery system.
8. Participates in internal and external work committee, task forces and advisory boards.
9. Liaison to other service delivery systems.
10. Prepares proposals and various reports and surveys for the State and federal government.
11. Attends staff meetings and participates in in-service training.
12. Represents the MH/ID Office at licensure visits by the state Department of Human Services and the federal Department of Housing and Urban Development.
13. Represents Erie County MH/ID office at various local and statewide meetings.
14. Performs related duties as required.

*****This position is subject to the provisions of the Erie County Employee Handbook*****

STATEMENT OF EMPLOYEE BENEFITS

Average **Annual Benefits & Pension Value for: Non-Bargaining** Single Coverage - **$12,040**
Dependent Coverage - **$23,595**

Average paid holidays annually – **14 days**
Average paid vacation for 1st year – **6 days**
Average paid personal days annually – **5 days**
Holidays may vary by bargaining unit