



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: February 6, 2019

CLOSING DATE: February 21, 2019

COUNTY JOB TITLE: PROGRAM SPECIALIST I
(2 positions available)

PAY GRADE: NB15

BARGAINING UNIT: NON-BARGAINING

DEPT: Human Services – MH/ID or HC*
154 West 9th Street
Erie, PA 16501

STARTING SALARY: \$22.94/hour \$44,733/annual

HOURS PER WEEK: 37.5
Monday – Friday, 8:30 a.m. – 4:00 p.m.

PROCEDURE TO APPLY: Please read the “How to Apply” section on the www.eriecountypa.gov website under the “View Job Postings” link below before applying.

Please submit a County Employment Application, Bid Form and Resume stating your qualifications to:
Department of Human Services, Human Resources Dept.
240 West 11th Street, Suite 120, Erie PA 16501
Apply Monday – Friday, 8:30 a.m. – 4:00 p.m.
FAX: 814-451-6859

Application materials must be received by or postmarked on or before: **Thursday, February 21, 2019.**

The “How to Apply” section, applications and bid forms can be found on/downloaded from www.eriecountypa.gov. Click on the “View Job Postings” link from the home page to locate information/documents. Completed forms can be hand delivered or mailed to the above address or sent via fax.

Inquiries related specifically to job duties and responsibilities may be directed to Shelby Karns @ 814-451-6846 OR Cynthia Viveralli 814-451-6828.

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:

All applicants must 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.

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

(continued on reverse)

DUTIES AND RESPONSIBILITIES

1. Participates in the planning and development of mental health and housing service delivery systems and assists with contracting for mental health and housing services.
2. Facilitates the planning and implementing of a recovery and resiliency culture throughout the mental health system.
3. Interprets rules, regulations, policies and procedures, and provides technical assistance to service providers.
4. Assures that contracted services are delivered in conformity to the contract, including quantity, quality, client population, expenses and outcomes.
5. Responsible for ensuring that there is consumer and family participation in decision making throughout the mental health system.
6. Participates in internal and external meetings, work committees, task forces and advisory boards.
7. Liaison to other service delivery systems.
8. Prepares proposals and various reports and surveys for funding sources.
9. Represents the MH/ID Office at licensure visits by the Department of Human Services and the U.S. Department of Housing and Urban Development (HUD).
10. Represents Erie County MH/ID office at various local and statewide meetings.
11. Performs related duties as required.

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