



## UMATILLA COUNTY POSITION DESCRIPTION

**Department:** *CARE* (Community Access for Resources Effectiveness)  
**Position Title:** *CARE Specialist*

**Employee Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Job Series:** \_\_\_\_\_ **Salary Range:** **M19**  
**Union Covered:** **Yes** **BOLI Exempt:** **No**

### GENERAL DESCRIPTION OF POSITION

The employee provides organizational support and representation for the CARE Program in Umatilla County. This employee works in partnership with and directly supports the efforts of local schools and community programs to provide the CARE program for Umatilla County. This position is located out of the Pendleton Office.

### SUPERVISORY RELATIONSHIPS

Works under the general direction of the Board of Commissioners and under the direct supervision of the CARE Coordinator. Works in partnership with Umatilla County Community Corrections and community partners throughout Umatilla County.

### PRINCIPAL DUTIES OF POSITION

- Develop and schedule meetings to coordinate agency and school efforts for children and families. (EE)
- Advocate for underserved populations and coordinate resources in their native language.
- Work toward goals of helping coordinate clients basic needs, specific treatment needs, and services that allow an individual harm risk reduction.
- Act as a universal referral point for schools and collaborative agencies. (EE)
- Coordinate and schedule CARE Team meetings. (EE)
- Facilitate CARE Team meetings. (EE)
- Track and evaluate outcome of meetings. (EE)
- Time will be split between program representation, program coordination, and program oversight.

### **Program Representation**

- Participate in group meetings with identified client and collaborative partners
- Collaborate with referring agency/school to assess the needs for the client.
- Schedule CARE Team meeting for appropriate referrals.

- Facilitate meetings with professionals and families.
- Present information for community partners, as needed.
- Develop reports for community agencies, as needed.
- Publicize CARE description and potential services offered.

### **Program Coordination**

- Schedule CARE meetings.
- Set weekly meetings on identified caseload
- Act as a Mandatory Reporter
- Contact agencies frequently to stay current on agency changes (staff, policy, programs).
- Coordinate, attend, and facilitate CARE meetings.
- Ensure confidentiality requirements are explained and met.
- Participate in CARE Program funding requirements.
- Actively seek community resources to benefit the needs of families served in CARE
- Actively build strong working relationships with Community Partners
- Communicate unexpected developments with CARE collaborative partners.
- Contact agencies that are involved in the family CARE plan.
- Program Oversight
- Ensure services related to case plans are occurring. (EE)
- Build strong working relationships with the families identified
- Transport clients
- Advocate for the safety and stability of families in Umatilla County
- Provide oversight and communication of family responsibilities to identified goals.
- Maintains and updates data base to track referrals.
- Advocates development of community resources and service equity.
- Creates quarterly and annual reports of progress.

### **OTHER DUTIES OF POSITION**

- Other duties as assigned.

### **REQUIREMENTS FOR POSITION**

- Possess a High School diploma/GED
- Associate's Degree from an accredited institution in Social Services, Human Services, or related field preferred
- At least two years of experience working with children and families in a social service related setting
- Experience working with children and family trauma preferred
- Possess a familiarity with agencies and services available in the community to provide support to children and families
- Possess a valid Drivers' license
- Ability to travel within the County.
- Possess excellent interpersonal, verbal and written skills

- Must have good daily attendance (EE)
- Bilingual Spanish preferred.
- Must be able to establish and maintain effective working relationship with supervisor, schools, the public, other county departments, and other community partners
- Excellent oral and written communication skills
- Must have strong professional boundaries and critical thinking skills
- Excellent knowledge/experience with computers and software programs such as Word, Excel, Google applications and scanning
- Good telephone and in-person etiquette interacting with general public, school staff and community partners in a cooperative, pleasant and positive manner
- Ability to be intuitive and work independently and as part of a team
- Follow written or oral instructions
- Good organizational skills
- Must successfully pass a background check and drug screen.

\*This position under State of Oregon mandates is required to provide proof of full COVID vaccination or have an approved medical or religious exception as a qualification of employment.\*

### **SPECIAL QUALIFICATIONS**

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

#### **TOOLS AND EQUIPMENT USED**

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, and fax machine.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is

usually quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date