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Description

Job Title	Program Specialist I (Resource Coordinator), Grade 18
Location	Rockville, MD, US
Organization Name	Department of Health and Human Services
Medical Exam	Medical History
Background Investigation	No
Financial Disclosure	No
Job Description	

Closing Date: December 18, 2017

The Department of Health and Human Services(DHHS), Office of Community Affairs is recruiting for a Program Specialist I to work in the Asian American Health Initiative (AAHI) program as a Resource Coordinator to assist residents by educating and connecting them with existing health and social services provided by DHHS, hospitals, other public and private agencies.

- Creates and implements innovative outreach strategies tailored to the needs of diverse Asian Americans
- Plans, coordinates, attends and evaluates outreach activities such as health fairs and lectures
- Educates, refers, navigates and connects, clients to appropriate services
- Conducts researches on potential resources for the Asian American community
- Builds relationships with providers to make seamless service connections
- Utilize existing resource manual and data bases where available and expand on them to create materials for Asian American communities
- Provides administrative services such as developing contract scopes of work with vendors
- Acts as primary contact person for contractors
- Monitors contracts and service delivery
- Processes payments and tracks expenditures
- Provides technical assistance to community organizations to conduct workshops
- Participates in department-wide initiatives and projects as assigned
- Other duties as assigned

This position requires the ability to attend meetings or perform work at locations outside the office. This employee must be available to work on weekends and evenings and transport supplies and equipment to location to perform duties.

Bilingual applicants in the Chinese/English, Korean/English, or Vietnamese/English Hindi/ English languages are encouraged to apply. If the candidate selected for this position possesses multilingual skills, he/she will be required to successfully pass an examination assessing oral communication, reading comprehension, and interpreting skills. For Advanced proficiency, the candidate must also pass an examination requiring translating text from the languages mentioned above to English and vice versa.

Additional Employment Information

All applicants will respond to a series of questions related to their education, relevant experience, knowledge, skills and abilities required to minimally perform the job. The applicant's responses in conjunction with his/her resume and all other information provided in the employment application process will be evaluated to determine the minimum qualification and preferred criteria status. Based on the results, the highest qualified applicants will be placed on an Eligible List and may be considered for an interview. Employees meeting minimum qualifications who are the same grade will be placed on Eligible List as a "Lateral Transfer" candidate and may be considered for interview.

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to special.accommodations@montgomerycountymd.gov. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

Montgomery County Government also provides hiring preference to certain categories of veterans and veterans/persons with a disability. For more information and to claim employment preference, please refer to the Careers webpage on [Hiring Preference](#).

Minimum Qualifications

Experience: One (1) year of professional experience in related program planning, implementation and evaluation in educating and connecting Asian American community members to existing health and social services.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

Preferred Criteria

The applications of those individuals meeting the minimum qualifications will be reviewed to determine the extent, relevancy of training, and experience in the following areas:

- Written Communication
- Providing services to Asian American communities
- Collaboration and Partnership
- Wellness Program Coordination and Evaluation
- Bilingual Proficiency: Chinese/English, Korean/English, Vietnamese/English, and or Hindi/English and vice versa

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

Minimum Salary **45877**

Maximum Salary **75653**

Currency **USD**

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