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Description

Job Title	Program Specialist II (Senior Wellness Coordinator), Grade 21
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 14, 2017

The Department of Health and Human Services, Office of Community Affairs is recruiting for a Program Specialist II to work in the Asian American Health Initiative (AAHI) program to assist seniors and their families in improving health, wellness and quality of life. This Senior Wellness Coordinator will play a significant role in the development, coordination, implementation and evaluation of the deliverables of programs for seniors.

Essential functions:

- Plans, organizes, coordinates and evaluates complex program activities
- Recruits and manages diverse volunteers
- Coordinates and facilitates educational programs for seniors regarding health, safety and resources
- Educates seniors and care givers on available resources and application procedures
- Conducts outreach to seniors and care givers
- Develops and maintains a database of senior groups and resources
- Liaises with providers and stakeholders
- Collects, analyzes and evaluates data and information with the goal of making appropriate recommendations
- Establishes and maintains effective working relationships with a variety of individuals and groups

- Collaborates with HHS service areas and programs, including HHS Aging and Disability Services
- Represents AAHI on workgroups, committees and coalitions
- Provides administrative support such as contracts monitoring
- Participates in department-wide initiatives and projects
- 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 locations 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 Asian 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: Two (2) years of professional experience in related program planning, implementation and evaluation in organizing wellness activities for senior populations in Asian

American communities.

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:

- Community Outreach
- Providing services to Asian American communities
- Collaboration and Partnership
- Wellness Program Coordination and Evaluation
- Program Management
- Bilingual Proficiency in Chinese/English, Korean/English, Vietnamese/English, and or Hindi/English and vice versa
- Coaching and leading others

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 **52684**

Maximum Salary **87107**

Currency **USD**

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