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ATHENA CONSULTING JOBS

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part-time Human Services Specialist IV

Location	: Rockville, MD
Job Type	: Temp/Contract
Reference Code	: 6435 6115-AAHI
Compensation	: 22.03 USD/HOUR
Hours	: Full Time
Travel	: No
Relocation	: No
Job Industry	: Government - Civil Service
Job Category	: Healthcare - Social Services/Mental Health

Job Description :

OVERVIEW OF ATHENA:

ATHENA Consulting is an award-winning staffing firm serving state and local governments. Our mission is to make lives better! We make our Clients' Lives Easier by engaging and supporting our clients and partnering with them to be the most knowledgeable staffing partner. We make our Employees' Lives Better by identifying and cultivating their talents and matching these talents with our customers' needs. ATHENA

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places a high value on customer service, accountability and getting the job done.

POSITION SUMMARY:

We are currently recruiting for a temporary Human Services Specialist IV responsible for providing support to the Asian American Health Initiative (AAHI) and related duties as assigned. This part-time 25 hour per week position pays \$22.04 per hour and is located in Rockville MD. The hours are flexible and will include evenings and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Support vulnerable Asian American community members in identifying and signing up for County and local health and social services.
- Attend community outreach events on behalf of Asian American Health Initiative (AAHI) and provide health education and service referrals.
- Conduct outreach in diverse and nontraditional settings, such as small business
- Connect with existing community partners, reach out to new Asian American communities, identify opportunities for partnership, and setup events and programs to satisfy needs
- Lead workshops and classes around health and wellness
- Support in setting up health fairs, health screenings, and vaccination clinics
- Conduct research on local resources, populate internal databases, and share resources with community members Identify and capture community needs, communicate needs to program staff, and work with staff on building community interventions
- Participate in developing department goals, objectives, and systems.
- Participate in staff meetings and attend other meetings and seminars as assigned.
- Recommend new approaches, policies, and procedures, to continually improve efficiency of the department and services performed.
- Efficiently performs duties as assigned and works as a team within division and company.
- Perform other related duties as assigned.

Required Qualifications :

Required Skills/Abilities:

- Fluent in reading, writing, and speaking any of these languages: Chinese, Bangla, Burmese, Hindi, Japanese, Khmer, Korean, Nepali, Sinhala, Tagalog, Thai, Urdu, Vietnamese
- Excellent public speaking and communication skills
- Proficient with Microsoft Office Suite and comfortable with technology Valid Driver's
- License and access to secure and stable private transportation
- Excellent verbal, written, and listening communication skills within the English language.
- Proven, high quality customer service (internal and external customers).
- Ability to work collaboratively.
- Solid ability to analyze situations carefully and adopt appropriate courses of action.
- Ability to understand and adhere to the duties, methods, and procedures required by the position.
- Excellent organizational skills and attention to detail.
- Ability to prioritize tasks.
- Ability to effectively communicate to large and small group audiences.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Associates Degree in human services, community health, public health, behavioral health, social work, family sciences, nursing or related disciplines

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift and move up to 25 pounds at times.
- Standard hours of work: 25 hours per week including evenings and weekends.
- Travel may be required up to 50% of the time.

Successful ATHENA employees will display the following characteristics:

- You strive to be the best in your field currently and in the future.
- You like to make your employer look good.
- You find solutions, where others only see problems.

- You are proactive, you make and meet commitments, and you perform your duties exceedingly well.
- You are aware of the employer's needs at all times and are well-versed in what you personally and ATHENA can offer them as a whole.
- You have the ability to work with diverse, integrated, deliverable-driven teams to accomplish the larger mission.

The benefits of working for ATHENA include:

- Support from a team of professionals committed to making your life better.
- Medical, dental and vision insurance.
- Medical and dependent flexible spending account.
- Pet insurance.
- Mass transportation benefit for the Maryland and Washington, D.C. area.
- 401k with a generous employer match.
- Easy to use employee self-serve HR portal.
- Paid time off.
- Holiday pay.

The statements in this Job Posting are intended to describe the general nature and minimum level of work required. The content should not be construed as a complete list of all duties, responsibilities, and skills required to meet the criteria for this position. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application for employment is not intended to and does not create a contract or offer of employment and if hired, employment with the company is on an at-will basis and could be terminated at the will of either party.

ATHENA Consulting LLC does not discriminate in hiring based on federally protected classifications to include but not limited to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, marital status or other characteristics protected by law. Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.

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