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## Job: IRC58811

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### Description

<b>Job Title</b>	Program Specialist II (Asian American Health Initiative, Outreach and Health Promotion), Grade 21
<b>Location</b>	Rockville, MD, US
<b>Organization Name</b>	Department of Health and Human Services
<b>Medical Exam</b>	Medical History
<b>Background Investigation</b>	No
<b>Financial Disclosure</b>	No
<b>Job Description</b>	

### Closing Date: July 17, 2023

Montgomery County is located adjacent to Washington, DC and with over one million residents, is the most populous County in the State of Maryland. The County is also the most diverse County in the State and ranks among the top ten most diverse Counties in the nation. Montgomery County contains many major U.S. government offices, scientific research and learning centers, and business campuses.

The Department of Health and Human Services is responsible for delivery of the County's public health and human services that the needs of our community's most vulnerable children, adults and seniors. The Department provides services through more than 120 programs at more than 20 locations. With 1,750 employees, the Department of Health and Human Services is the largest County Department.

As a Department we believe health and wellness of the county can only be achieved by ensuring that every resident has fair opportunities to reach their fullest potential. This means access to quality housing, transportation, education, employment, health care, human services, safe neighborhoods and healthy food. HHS' provides critical services for residents who face a variety of obstacles in achieving their full potential. HHS plays an essential role in building a healthy and strong community.

If you are interested in working for the Montgomery County Department of Health and Human Services, we invite

qualified candidates to apply for our **Program Specialist II, Outreach and Health Promotion** position.

**About the Position:**

This position is located in the Department's Office of Community Affairs. The Asian American Health Initiative (AAHI) is one of three minority programs in the department – that support department-wide efforts to eliminate health and other disparities and achieve equity while continuing their population-targeted programs and services. AAHI along with its sister programs, the African American Health Program and the Latino Health Initiative work together to build strong ties with racial/ethnic communities through outreach, health promotion, advocacy and service delivery. The programs' knowledge, expertise and experiences in the diverse communities helps informed department-wide program, policy and budget decisions.

The Asian American Health Initiative (AAHI) outreach Program Specialist II is responsible for the overall coordination, implementation and evaluation of the health promotion, outreach, and community capacity building activities for Montgomery County's diverse Asian American communities.

**Essential Functions:**

- **Oversee Community Health Workers Program:** Recruit, train, and manage day-to-day oversight of Community Health Workers (part-time contract staff); Develop, implement, and evaluate Community Health Worker program to meet the health and wellness needs of Asian American communities.
- **Manage interns and volunteers:** Support in the management of AAHI's internship program. Manage AAHI's volunteer programs and Health Promoters Program; Recruit, interview, and train volunteers and/or interns; Develop meaningful projects related to AAHI's mission and in alignment with internship or volunteer requirements (if applicable); Provide supervision and mentorship.
- **Project management:** Exercise direction over junior-level professionals and other employees by assigning work, furnishing advice and instructions, and reviewing completed assignments.
- **Community Engagement:** Plan, coordinate, and evaluate health events such as health fairs, health screening events, trainings, and health lectures/workshops for multilingual populations; Create and implement innovative outreach strategies tailored to the needs of diverse Asian Americans; Facilitate and lead projects related to the development of AAHI's health and social service programs; Utilize data-driven and community-

centered tactics and equity framework to address health disparities.

- Community empowerment: Liaise with community-based and faith-based partners; Develop and sustain new partnerships; Provides technical assistance to diverse Asian American communities related to health and social service programming; Assess community needs, identify gaps in local health and social services, and build programming to address identified needs
- Contract monitoring: Develop scopes of work and contracts related to outreach and health promotion; Monitor health and social service contracts, ensure compliance of deliverables, and complete related administrative tasks
- Develop health education materials: Oversee the development of health education materials in multiple Asian languages addressing relevant health disparities; Maintain AAHI's inventor of health education materials and promotional materials; Review and update materials in AAHI's Resource Library
- Special projects: Facilitates or leads special projects relating to the development of AAHI's health and social programs; Assists with AAHI's overarching/general projects; Participates in MCDHHS initiatives and projects 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 English and Chinese, Korean, or Vietnamese 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 referenced applicable language to English and vice versa.

#### **Additional Employment Information**

*OHR reviews the minimum qualifications of all applicants, irrespective of whether the candidate has previously been found to have met the minimum requirements for the job or been temporarily promoted to the same position. This evaluation is based solely on the information contained in the application/resume submitted for this specific position/IRC.*

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 [OHR@montgomerycountymd.gov](mailto:OHR@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](#).

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 their resume and all other information provided in the employment application process will be evaluated to determine the minimum qualifications 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.

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.

**Montgomery County Ethics Law:** Except as provided by law or regulation, the County's "Public Employees" (which does not include employees of the Sheriff's office) are subject to the County's ethics law including the requirements to obtain advanced approval of any outside employment and the prohibitions on certain outside employment. The outside employment requirements of the ethics law can be found at [19A-12 of the County Code](#). Additional information about outside employment can be obtained from the [Ethics Commission](#) website.

#### Minimum Qualifications

**Experience:** Two (2) years professional experience in related program planning, implementation, and evaluation; health education; or event planning.

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

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

**License:** Possession and maintenance at all times of a valid State of Maryland driver's license when required for job-related duties.

**Preferred Criteria**

**There is no Preferred Criteria.** All applicants will be reviewed by OHR for minimum qualifications. Those applicants who meet minimum qualifications will be rated Qualified, placed on the Eligible List, and may be considered for an interview.

**Preference for interviews will be given to applicants with experience in the following:**

- Master's Degree in Public Health, Social Work, or related disciplines
- Community Outreach, Engagement and Empowerment
- Providing services to Asian American communities
- Health and Wellness Education
- Capacity Building
- Cultural Humility
- Program Management and Evaluation
- Coaching and leading others

**Minimum Salary** 61788

**Maximum Salary** 98228

**Currency** USD

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