



MEMORANDUM

Date: September 6, 2010
To: All Catholic Charities Staff
From: Human Resources Department
Re: **Job Posting**

The following positions are available within Catholic Charities. **Qualified applicants who wish to be considered for these positions should send an application letter and resume by fax or e-mail to the Human Resources Manager.** Please refer to the position title and job posting number in your application letter.

The Human Resources Office considers applicants for all positions without regard to race, color, religion, creed gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Division of Adult and Family Services

Vanessa Stewart, HR Manager
jobsecs@catholiccharitiesdc.org
Fax: (202) 772-4406

Position	Clinical Manager (AA-10-030, AA-10-031, & AA-10-032) <i>Three Positions</i>
Location	Champs
Department	Adult and Family Services
Duties	Conducts appropriate clinical supervision of clinical staff and/or interns; manages the clinical operations of a program and its clinical staff in accordance with best practices of the profession, contract/grant requirements and all agency policies and procedures; monitors client files in a timely fashion for accuracy, proper maintenance, and MRO billing.
Qualifications	MSW; LICSW in DC & MD; minimum of three (3) years clinical supervisory experience; clean driving record and valid driver's license.

Position	Forensic Community Support Specialist (AA-10-022)
Location	1001 Lawrence Street, NE Washington DC
Department	Adult and Family
Duties	Gather demographic information pertinent to IRP formulation and assess current level of functioning in areas related to IRP. Train consumers in the development of Daily Living Skills, Travel, Training, Social Skills, and Independent Living Skills. Provide advocacy and crisis intervention services to consumers. Possess a working

knowledge of community resources and the service criteria. Able to work with other agencies independently in order to carry out treatment that is consistent with agency code of ethics. Lead psycho educational groups. Prepare and present a case presentation.

Qualifications High School Diploma and five years experience with mental health and forensic population. Must prepare detailed and thorough notes and progress reports when required with specific timeframes. Excellent written and verbal communication skills; excellent interpersonal skills; ability to use good problem solving techniques; able to demonstrate cultural competence and cultural responsiveness; Bilingual/Spanish a plus.

Position **LPN /Case Manager (AA-10-021)**

Location 1001 Lawrence Street, NE Washington DC

Department Adult and Family

Duties Provide medication management, somatic treatment, and Diagnostic /Assessment for community-based Assertive Community Treatment team to adults who have serious and persistent mental illness; provide clinical and crisis services to all consumers served by the ACT team, work with the ACT team leader to monitor each consumer's clinical status and response to treatment, and direct psychopharmacologic and medical treatment along with the psychiatrist and team leader; give injections; individual and group monitoring of ; but not limited to providing medical assessments and services as well as treatment and rehabilitation services 'attend morning rounds.

Qualifications Must be a board certified (LPN) nurse; licensed in Washington DC with a minimum of two (2) years experience in the field of psychiatry. Experience in working with co-occurring disorders. Excellent written and verbal communication skills; excellent interpersonal skills; ability to use good problem solving techniques; able to demonstrate cultural competence and cultural responsiveness; Bilingual/Spanish a plus.

Position **Community Support Specialist Assistant (AA-09-193)**

Location 1001 Lawrence Street, NE Washington, DC

Department Mental Health Services

Duties Assist Community Support Specialist in providing a range of community based comprehensive services to adults who have a serious and persistent mental illness. Provide skills training, crisis intervention, link with community resources; assist with obtaining benefits and housing. Complete daily documentation requirements.

Qualifications Experience working with mentally ill adults; ability to establish therapeutic relationships with consumers to promote acquisition of rehabilitative goals; excellent oral and written communication skills and time management, must have basic computer skills; able to demonstrate cultural competence and cultural responsiveness. High School Diploma with 1 year direct service experience in a social service setting.

Position **Mental Health Specialist (AA-09-185) 1 Full-Time / 1 Temporary (186)**

Location 1018 Monroe Street, NE Washington DC

Department Adult & Family Services, Anchor Mental Health

Duties Experience Mental Health Specialist needed to provide monitoring, recreational and clinical services, to a small caseload of children and adolescents residing in a short-term crisis bed setting. Duties may also include assisting Mobile Team in providing community –based services.

Qualifications Excellent written and verbal communication skills; excellent interpersonal skills; ability to use good problem solving techniques; able to demonstrate cultural competence and cultural responsiveness; Bachelor’s degree in mental health related discipline, and 2 years experience in the provision of clinical / monitoring services. Experience in pediatrics and /or psychiatry preferred. This is a full time position with a variable schedule. Primary / usual schedule will be 3-11 or 11-7.

Position **Crisis Specialist (AA-09-184 Full Time) & On-Call Crisis Specialist (AA-10-002)**

Location 1018 Monroe Street, NE Washington DC

Department Adult & Family Services, Anchor Mental Health

Duties CRISIS Specialist wanted for Child and Adolescent Mobile Crisis Team. Duties include providing assessment, and Crisis Intervention services at the child’s home or school. Must be able to work rotating shift 24hours a day, 7 days a week.

Qualifications Excellent written and verbal communication skills; excellent interpersonal skills; ability to use good problem solving techniques; able to demonstrate cultural competence and cultural responsiveness; Master’s Degree in Mental Health discipline, License eligible, and two years related experience for FT Crisis Specialist position; Master’s or Bachelor’s in Mental Health discipline for On- Call Crisis Specialist position and two years related experience. Bi-lingual (English/Spanish) a PLUS!

Central Services

Vanessa Stewart, HR Manager

jobsecs@catholiccharitiesdc.org

Fax: (202) 772-4406

Position **Assistant Controller (CCS-10-016)**

Location 924 G Street, NW, Washington, DC

Department Finance

Duties Responsible for the supervision of accounting professionals; assists in the preparation of timely and accurate financial statements; assists in the maintenance of accounting and statistical records; assists in the handling of the day to day operations of general accounting.

Qualifications Bachelor’s degree in Accounting; CPA, required; five (5) years experience in public accounting; five (5) years experience in a senior position as a Senior Financial Officer; strong understanding of GAAP; knowledge of non-profit accounting, knowledge of automated, financial systems; knowledge of Great Plains, FRx report writer and Forecaster

Budgeting, a plus; knowledge of financial reporting; competent in Microsoft Office software; high level of initiative and accuracy; team player with strong interpersonal skills; strong organizational skills; ability to prioritize assignments; good oral and written communication skills.

Position **Director of Annual Giving (CCS-10-026)**
Location 924 G Street, NW, Washington, DC
Department CCF
Duties Oversees the planning and execution of annual fund activities to include the management of special events, donor cultivation, the United Way and Combined Federal campaigns and mid - level giving annual fund / stewardship program; identifies and secures corporate sponsors; manages staff of four.
Qualifications Bachelor's degree; three (3) years of Annual Fund management experience to include donor solicitations and events; three (3)years supervisory experience; excellent oral and written communications skills; competency in Microsoft Word, Excel, Access and Raiser's Edge.

Position **Special Event Manager (CCS-10-025)**
Location 924 G Street, NW, Washington, DC
Department CCF
Duties Manages aspects of Special Events for Catholic Charities Foundation from logistics, fundraising, acknowledgments, event promotion, recruiting and managing committee volunteers.
Qualifications Bachelor's Degree with a minimum of four years development and volunteer management experience; candidate must have excellent attention to detail and the ability to multi-task in a fast-paced, demanding work environment; excellent interpersonal and written communication skills; proficient in Microsoft Word and Excel; experience in relational databases, plus; ability to problem solve and be a team player; Bilingual: English/Spanish, plus.

Position **Facilities Maintenance Worker (CCS-10-022)**
Location 801 Buchanan Street, NE, Washington, DC
Department Administration & Facilities
Duties Performs daily and periodical cleaning duties as scheduled or directed by Facilities Manager; conducts daily security walkthrough for Buchanan and Rhode Island office sites before closing.
Qualifications High school diploma or GED; two (2) years of experience in performing maintenance duties; or an equivalent combination of training and experience; ability to interpret written, oral, diagram, schedule and verbal forms of instructions; knowledge of tools and equipment to perform various janitorial tasks and minor maintenance.

Position **Senior Manager, Annual Giving and Stewardship (CCS-10-020)**
Location 924 G Street, NW, Washington, DC
Department CCF
Duties Plans, manages, and administers all aspects of the mid-level donor Annual Giving and Stewardship program to include production of marketing, solicitation, and stewardship materials, monitoring and reporting program results, and tracking program budget.
Qualifications Bachelor's degree; three (3) years of experience effectively planning and implementing annual giving strategies for donor and prospect segments; demonstrated knowledge and experience conceptualizing and drafting fundraising appeals and communication materials; demonstrated knowledge and experience with project coordination, data management, and analysis; experience securing annual gifts; experience working effectively with volunteers to secure annual gifts; experience using Raiser's Edge, preferred.

Position **Human Resources Assistant (CCS-10-018)**
Location 924 G Street, NW, Washington, DC
Department Human Resources
Duties Performs complex administrative duties following established procedures in the following areas: applicant tracking, employment verification, records maintenance, ADP data entry, report preparation, administrative support for new hire orientations, recreational activities, and general administrative support for the human resources department.
Qualifications Bachelor's degree in Human Resource Management, two (2) years of experience in the HR field, OR an equivalent combination of education and experience; prior knowledge of principles and practices of human resources; prior experience with an HRIS database, preferred; effective oral and written communication skills; excellent interpersonal skills; computer literacy.

Position **Receptionist (CCS-10-016)**
Location 924 G Street, NW, Washington, DC
Department Administration & Facilities
Duties Responsible for answering console with multiple phone lines, greeting guests and clients, sorting and distributing mail in a timely, pleasant and professional fashion.
Qualifications High School Diploma or GED; one (1) year administrative/secretarial experience; Bilingual: English/Spanish, required; ability to operate a multi-line telephone console; computer literate; ability to work on multiple tasks; excellent interpersonal skills; good organizational and communication skill.

Position **Billing Specialist / Accountant (CCS-10-015)**

Location 924 G Street, NW, Washington, DC
Department Finance
Duties Responsible for assisting Grants & Contracts Manager with all billing and re-billing aspects; preparing and entering journal entries, reconciling accounts and assisting with Accounts Receivables collections.
Qualifications Experience in billing for various types of grants & contracts and Medicaid; AA degree in Business or Accounting; one (1) year experience in accounts receivable and accounts payable and/or 3 years of progressive work experience in billing/accounting; team player; good communication skills; strong excel skills and organizational skills.

Position Senior Human Resources Manager (CCS-10-014)
Location 924 G Street, NW, Washington, DC
Department HR
Duties Responsible for planning, organizing, and controlling day-to-day activities of the human resources function for a division or operational unit of Catholic Charities; participates in developing divisional/unit goals, objectives, and systems; provides support in all areas of human resources; staffing, compensation, benefits, employee relations, and training.
Qualifications A bachelor's degree and five (5) years' Human Resources experience, OR any appropriate combination of education and experience; Senior Professional in Human Resources (SPHR) certification, preferred; strong ability to be collaborative, work as part of a team and be open to new ideas; ability to multi-task; strong organizational and problem solving skills; excellent written and verbal communication skills; competency in Microsoft Office and other reporting tools; excellent customer service skills; accurately and consistently follows instructions delivered in an oral, written or diagram format.

Position Grant Writer (CCS-10-010)
Location 924 G St, NW, Washington, DC
Department Catholic Charities Foundation
Duties Responsibilities include proposal development for new and recurring grants, donor cultivation and stewardship, grant research, and other fundraising related activities.

Qualifications Undergraduate degree, graduate degree desirable; excellent writing and interpersonal skills; proven ability to make decisions, work independently and as a team player; proven ability to set and meet concurrent goals and deadlines, organize time and priorities; must be comfortable working in a multicultural environment and interacting with people who have a first language other than English; familiarity with local community desirable; computer expertise mandatory, with extensive experience in Microsoft Word and Excel; additional knowledge of PowerPoint, Adobe Acrobat, and Raisers Edge helpful, but not required.

Division of Children's Services
Vanessa Stewart, HR Manager
jobsecs@catholiccharitiesdc.org
Fax: (202) 772-4406

Position Youth Support Worker (CS-10-004)
Location 924 G Street, NW, Washington, DC
Department Independent Living/Teen Parent (ILP/TP)
Duties Seeks to improve the well-being of clients by providing daily monitoring of youth adherence to the program rules and expectations; assists Social Workers and Placement Staff with life skills and placement duties.
Qualifications High School diploma; two (2) years of experience in the Human Services and Customer Service field; clean driving record; able to work evenings, weekends, and holidays; knowledge of DC Metropolitan area; excellent verbal and written communication skills; excellent interpersonal skills; ability to work in a team environment as well as independently; good time management and organization skills; detail oriented; good problem solving skills; excellent advocacy and negotiation skills; demonstrated cultural competence and cultural responsiveness.

Position Administrative Assistant (CS-10-003)
Location 924 G Street, NW, Washington, DC
Department Independent Living/Teen Parent (ILP/TP)
Duties Provides administrative support to a program and its Administrator; performs office support duties under close supervision.
Qualifications High School Diploma or GED; two (2) years of administrative work experience; valid driver's license; clear driving record; good verbal and written communication skills; ability to problem solve; good interpersonal skills; highly organized; detail oriented.

Position Social Worker (CS-09-026)

Location 924 G Street, NW, Washington, DC
Department Independent Living/Teen Parent (ILP/TP)
Duties Responsible for providing strength-based case management and family development for the youth, teen parent population.
Qualifications MSW; LGSW in the District of Columbia and MD; one (1) year of experience working with youth/teen parent population; knowledge of CFSA policies and regulations; knowledge of child development; ability to work as a member of a team; clean driving record.

Division of Housing and Support Services

Rosemarie Ong, HR Manager

Rosemarie.Ong@CatholicCharitiesDC.org

Fax: (202) 772-4406

**Position Residential Counselor (HS-10-030) Part-time
(32 hrs. /wk, Thurs.-Sun.)**

Program Harriet Tubman Women's Shelter
Location 1900 Massachusetts Avenue, SE, Washington, DC 20003
Duties Facilitate the daily program activities that enable residents to achieve life skills during their stay. Ensure smooth transfer of operations between shifts. Coordinate ongoing communication between staff, residents, security personnel and other service providers.
Qualifications HS diploma or GED; two (2) years related experience in the human services field, preferably with persons who are homeless; one (1) year experience working with the mentally ill and substance abusing population.

**Position Residential Counselor (HS-10-031) Part-time
(24 hrs. /wk, Fri.-Sun.)**

Program Harriet Tubman Women's Shelter
Location 1900 Massachusetts Avenue, SE, Washington, DC 20003
Duties Facilitate the daily program activities that enable residents to achieve life skills during their stay. Ensure smooth transfer of operations between shifts. Coordinate ongoing communication between staff, residents, security personnel and other service providers.
Qualifications HS diploma or GED; two (2) years related experience in the human services field, preferably with persons who are homeless; one (1) year experience working with the mentally ill and substance abusing population.

**Position Residential Counselor (HS-10-032) Part-time
(24 hrs. /wk, Fri., Sat., Sun.)**

Program Harriet Tubman Women's Shelter
Location 1900 Massachusetts Avenue, SE, Washington, DC 20003

Duties Facilitate the daily program activities that enable residents to achieve life skills during their stay. Ensure smooth transfer of operations between shifts. Coordinate ongoing communication between staff, residents, security personnel and other service providers.

Qualifications HS diploma or GED; two (2) years related experience in the human services field, preferably with persons who are homeless; one (1) year experience working with the mentally ill and substance abusing population.

**Position Residential Counselor (HS-10-033) - Part-time
(22 hrs. /wk, Sat. & Sun.)**

Program John Young Center

Location 119 D Street, NW, Washington, DC 20001

Duties Facilitate the daily program activities that enable residents to achieve life skills during their stay. Ensure smooth transfer of operations between shifts. Coordinate ongoing communication between staff, residents, security personnel and other service providers.

**Position Residential Counselor (HS-10-034) - Part-time
(30 hrs. /wk, Thurs., Fri., Sat. & Sun.)**

Program John Young Center

Location 119 D Street, NW, Washington, DC 20001

Duties Facilitate the daily program activities that enable residents to achieve life skills during their stay. Ensure smooth transfer of operations between shifts. Coordinate ongoing communication between staff, residents, security personnel and other service providers.

Position Clinical Manager (HS-10--025)

Location SE Family Center, 220 Highview Pl. SE Washington DC

Department Fortitude Housing

Duties Provide support to staff and individuals receiving services; Provide or facilitate the services each individual identifies as needed or desirable; Conduct staff supervisions; Co-chair weekly staff meeting; Assure case files and case management services meet accreditation and contract requirements; Familiar with making clinical diagnosis for Adults; Completing Medicaid reimbursable billing; Create and implement other service /groups as needed.

Qualifications Master's degree in Social Work and licensed Clinical Manager in the District of Columbia; clean driving record; Minimum of five (5) years of progressively responsible work related experience. Bilingual (English and Spanish) a plus.

Position Senior Program Manager (HS-10-029)

Location 220 Highview Place SE, Washington DC 20032

Department Fortitude Housing & HPRP

Duties Oversee Fortitude Housing Program and HPRP in conjunction with providing support to staff and the people receiving services; attend community based

meetings and services; partner with other agencies/programs to achieve program and Agency goals; draft program policies and procedures; conduct staff supervisions; complete staff evaluations, co-chairs weekly staff meetings; demonstrate a commitment to high quality and responsive services; set goals for work tasks and formulates/implements strategies to effectively meet goals.

Qualifications Graduate Degree in a relevant discipline; Master's Degree, preferred; minimum of five (5) years of progressively responsible work related experience; minimum of three (3) years of work related experience while in a supervisory role; a unique combination of education, training, and work experience may be substituted in lieu of particular degree requirements; Social Work license or certificate by the District of Columbia, preferred; excellent written and verbal communication skills; excellent interpersonal skills; ability to use good problem solving techniques, PC competency; MS Office products competency, preferred; licensed driver with valid driver's license; detail oriented; excellent record keeping skills; ability to meet deadlines and work well under pressure; demonstrates cultural competence and cultural responsiveness; bilingual: English/Spanish, preferred.

Position **Case Manager (HS-10-026 & HS-10-027) Four positions**

Location 220 Highview Place SE, Washington DC 20032

Department Fortitude Housing & HPRP

Duties Provide specific program service such as: outreach, intake, assessment, employment, case management, and outreach; provide quality client social services in accordance with the standards, values, ethics, and mission of the Agency and abide by the established program policies and procedures.

Qualifications Bachelor's degree in Social Work, Human Services or a related discipline OR a combination of education, training, and work experience in lieu of degree requirement; good communication skills, verbal and written; PC competency, MS Office products, preferred; good interpersonal skills; ability to use good problem solving techniques; refugee foreign language proficiency, desirable; licensed driver with good driving record; attention to detail: record keeping skills, meets deadlines and works well under pressure; demonstrated cultural competence and cultural responsiveness.

Position **Case Worker (HS-10-020) - (One-year contract))**

Program Adams Place

Location 2210 Adams Place, NE, Washington, DC 20018

Duties Provide a variety of services designed to meet the basic human needs of clients and to assist them in planning to meet their on-going needs to attain self-sufficiency. Provide primary information and referral services to the clients. Hours for this position are non-traditional, including evenings and weekend hours.

Qualifications HS diploma or GED; two years of college preferred. Prior human services experience working with the homeless population is preferred.

Position **Case Worker (HS-10-021) - (One-year contract)**
Program 801-East Housing Assistance Center
Location 2700 Martin Luther King, Jr. Ave., SE Washington, DC 20032
Duties Provide a variety of services designed to meet the basic human needs of clients and to assist them in planning to meet their on-going needs to attain self-sufficiency. Provide primary information and referral services to the clients. Hours for this position are non-traditional, including evenings and weekend hours.
Qualifications HS diploma or GED; two years of college preferred. Prior human services experience working with the homeless population is preferred.

Position **Case Worker (HS-10-022) - (One-year contract)**
Program New York Avenue Housing Assistance Center
Location 1355 New York Ave., NE, Washington, DC 20002
Duties Provide a variety of services designed to meet the basic human needs of clients and to assist them in planning to meet their on-going needs to attain self-sufficiency. Provide primary information and referral services to the clients. Hours for this position are non-traditional, including evenings and weekend hours.
Qualifications HS diploma or GED; two years of college preferred. Prior human services experience working with the homeless population is preferred.

Division of Immigrant/Refugee Services

Michele Sparks, HR Director
jobsecs@catholiccharitiesdc.org
Fax: (202) 772-4406

Position **Mental Health Counselor (IRS-10-013)**
Location 1618 Monroe Street, NW, Washington, DC
Department DC Medical Clinic
Duties Responsible for collecting information about patients; counseling clients with methods and procedures such as psychotherapy, stress management therapy, and cognitive or behavioral modification methods; assisting clients in gaining insight into personal and interactive problems, defining goals, and planning action reflecting interests, abilities, and need in order to effect positive change as determined between counselor and patient; evaluating results of counseling methods and discussing progress with patients; interacting with other professionals to discuss therapy or treatment and new resources or techniques.
Qualifications Licensed Clinical Social Worker or PhD in Psychology; three (3) years related experience with Latino population, preferred; knowledge of resources/agencies that serve the local Latino community;

understanding of the dynamics of the immigration experience as they relate to patients' psychological and emotional health; excellent communication skills in English and Spanish, required.

Position **ESOL Teacher (IRS-10-008) – PT Position (10 hours of work: M-T 6:00 pm to 8:30 pm & Saturday 10:00 am to 1:00 pm)**
Location 415 East Diamond Avenue, Gaithersburg, MD
Department Adult Education
Duties Responsible for teaching English as a second language to adults; preparing lesson plans, quizzes, and exams based primarily on the materials covered in the English textbook; administering tests and introducing terminology related to life skills; designing activities to make learning fun and interesting; maintaining accurate records of student's progress and lesson plans; contributing to grant monitoring reports; meeting regularly with students & coordinators; communicating pertinent information to the ESOL Program Coordinator and Program Manager.
Qualifications Bilingual: English/Spanish, required; High School graduate; Graduate Certificate in Adult Education; personal computer competency using Microsoft Office Suite; one (1) year experience teaching; experience in working with the Latino community.

Position **Front Desk Receptionist – Full Time Temporary**
Location 1618 Monroe Street, NW, Washington, DC
Department DC Medical Clinic
Duties Responsible for receiving incoming calls and properly directing phone calls. Register new patients, schedule and confirm appointments for patients. Maintain good communications between patients and Spanish Catholic Center.
Qualifications Bilingual: English/Spanish required; High School graduate; personal computer competency using Microsoft Office Suite; computer literate.

Division of Developmental Disabilities Services
Becky V. Baldwin, HR Manager
jobsdds@catholiccharitiesdc.org
Fax: (202) 772-4406

Position **Teacher (DDS-10-075)**
Location Rockville, MD
Department Community Companions
Duties Properly administer medication, record such administration, and ensure that refills are in accordance with medication specifications. Interact appropriately with students and families at all times. Ensure proper staff-to-student ratio at

all times (i.e., 3:1 and 1:1). Supervise program aides while on-site and in the community to ensure appropriate interactions.

Qualifications High school diploma or equivalent; post-secondary education or training in the field of education, psychology, child development, or other related field; or possession of the Maryland Child Care Association 90 hours certificate for School Age Children; or certified as a teacher with the State Department of Education for grades: kindergarten-8 required. At least one year working in a child care setting where responsibilities included: planning activities and community outings strongly preferred.

Position **Job Coach (DDS-10-090)**

Location Buchanan Street

Department DC Employment Services

Duties Provides job coaching and job follow-up supports to consumers and employers working w/DDS and DDA to ensure successful placement outcomes. Identifies and develops job carving opportunities for consumer internships and potential employment opportunities, working closely with the Job Placement Specialist or Employment Specialist.

Qualifications Minimum of High School diploma required. At least one (1) year work experience specific to disabilities, with knowledge of substance abuse and/or mental health, and case management in the rehabilitation field.

Position **Case Manager (DDS-10-091)**

Location Buchanan Street

Department DC Employment Services

Duties Direct and participate in development of the Individual Transition Plan (ITP). Conduct assessments to identify barriers to receiving services and employment. Input and manage student and program data in LACES NRS. Assist students with barriers with receiving employment or community assistance.

Qualifications Minimum of Bachelors degree in Human Services or related field. Must be computer literate and proficient in LACES NRS, MS Office software, Excel, Power Point, use of internet and e-mail.

Position **Community Support Specialist – (2 positions)**

(DDS-10-081) – Part-time, 20 hours per week, Mon-Fri., 4pm – 7pm

(DDS-10-077) – Part-time, 5 hours per week, Saturday, 10am – 3pm

Location Rockville, MD

Department Community Companions

Duties Create experiences that promote each student's interests, choices, and personal growth in the areas of social skills development and life skills, including the planning of social and recreational activities. Assist students with the development of communication through types and methods that have been determined by the family and/or student's school. Implement methods of communication development – PCS, Sign, etc. as directed. Teach skills for increased independence (i.e., hygiene, self-help skills, social skills, community

safety, etc.) Create experiences that allow student to be actively engaged in the community and broadens their awareness and use of community resources (i.e., transportation, businesses, libraries, social services, etc.)

Qualifications High school diploma or GED required. Some college classes in education, special education, speech and/or psychology preferred. Experience working one-on-one with students; experience working independently in a family home strongly preferred. A clean driving record and valid local driver's license required.

Position **Program Manager for Assisted Living Units (ALU) (DDS-10-066)**

Location Rockville, MD

Department Community Living

Duties Lead, manage and nurture supported living services for adults with intellectual and developmental disabilities in Montgomery County, Maryland. Recruit and hire staff, provide program management and leadership to staff, supervise, support and develop employees working under their direction, striving to provide a positive environment resulting in high performances and strong morale, as well as providing high quality services that are responsive to the needs of the individuals we serve. Monitor program revenues and expenses in accordance with the approved program budget guidelines. Ensure all required training is provided within the established time frames as outlined in COMAR 10.22.02.11. Over see the annual Individual Plan (IP) process.

Qualifications Bachelor of Science degree in Social Services, Education, Rehabilitation or related field. Five or more years work experience. One to two year's of work related experience while in a supervisory role.

Position **House Manager (2 positions)**

(DDS-10-080)

(DDS-10-041)

Location Park hill & Silver Spring, MD and Rockville, MD

Department Community Living Program

Duties Actively engages in problem solving; responds to complaints; identifies priority issues; seeks resolution of conflicts; shows respect and sensitivity for each person's individuality and preferences and the cultural/ethnic diversity of the people they serve. Promotes and/or protects each person's rights, privacy, and confidentiality. Works collaboratively with others to accomplish goals/tasks. Provides support to staff and the people receiving services and in accomplishing personal goals. Partners with others to pursue outcomes identified by individual. Provides or facilitates the services each person identifies as needed or desirable. Demonstrates a commitment to learning and improvement. Meets productivity standards. Is organized, efficient, and effective. Is organized, efficient, and effective. Is responsible, flexible, reliable, and dependable. Offers and accepts constructive feedback; encourages and supports others.

Qualifications High school diploma or G.E.D, minimum one year experience working with individuals with developmental disabilities required, minimum one year

supervisory experience required. Bachelor's degree preferred in a relevant discipline and a minimum of three years work related experience strongly preferred.

Position **Administrative Coordinator** (DDS-10-064)
Location Gaithersburg, MD & Rockville, MD
Department Community Options & Quality Assurance Programs
Duties Provides oversight all aspects of employee training and ensures compliance as mandated by internal and external regulatory requirements. Conducts trainings and maintain training database and files. Serves as primary contact for division-level training compliance. In addition, provides administrative support to Community Options program.
Qualifications High school diploma or equivalent. Experience working with people with developmental disabilities preferred. Knowledge of Developmental Disabilities Administration (DDA) - Maryland) procedures and regulations preferred as well as Department on Disability Services (DDS) - District of Columbia), but not required. Trainer/facilitator experience preferred.

Position **Community Support Specialist** (DDS-10-062)
Location Gaithersburg, MD
Department Community Options Program
Duties Implement and document progress made towards achieving personal outcomes as identified by the individual in the IP. Assist individuals in discovering and pursuing new interests, teach skills for increased independence (i.e., self-help, personal hygiene, social skills, etc.) and self-determination. Assist in planning daily activities for both on-site and in the community. Accompany individuals on appointments, activities, shopping, etc. to assure maximum participation.
Qualifications High school diploma or G.E.D required. Experience working with persons with severe and multiple disabilities; Certified Nursing Assistant preferred but not required. Valid local driver's license and Clean Driving Record required.