



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
Phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

Community Health Department

Position: Developmental Disabilities Program Assistant
Salary Range: \$4,196/month to \$5,625/month; Starting Salary DOQ, DOE
Location: Community Health Department
Employment Type: Full-time (40 hours/week); FSLA Non-Exempt; Benefits Apply; Grant Funded

Open Until Filled

Full Time Benefits Include: • County pays \$1,500 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members • Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Veba account: Employer contribution may apply • Wellness program • Access to MetLife Pet Insurance • Deferred compensation plans offered • Twelve paid holidays annually • Vacation accrual based on seniority (see Union Contract) • Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.walla-walla.co.wa.us) for detailed benefits information.

Brief Duties and Responsibilities: Under the direction of the Developmental Disabilities Senior Program Coordinator, or designee, the Developmental Disabilities Program Assistant provides information and outreach to the community including individuals with intellectual and developmental disabilities, their families, schools, community partners and advocates. Works with community partners to improve service system understanding, access, and outcomes for individuals with developmental disabilities across their lifespan. Applies and integrates the guiding values of the Developmental Disabilities Administration within program services and activities. Builds capacity within the local community through active partnerships with education, service providers, State agencies, and others to ensure that people with developmental disabilities have opportunities for inclusive supported employment, community inclusion activities, and are prepared for employment upon graduation from transition programming. Provides support for individual students and families to ensure successful outcomes related to employment, community inclusion and connections to both informal and formal support systems.

Working Environment/Physical Abilities: The working environment includes activities in multiple department venues. Physical abilities required for this position are ones typically related to office and field operations, sitting, standing, bending, reaching, and lifting to 20 pounds. Manual dexterity and visual acuity to operate computers, other office equipment, accessing file cabinets both on and off site, and sufficient hearing and speech ability to communicate verbally, and the ability to drive a motor vehicle.

Minimum Qualifications: Education And Experience: Associate degree in social services, education, or other closely related field, some outreach experience or experience working with people with developmental disabilities; **OR** a combination of education and experience management deems to meet the qualifications for the position. Training in interpersonal skills including effective communications. **Licenses And Other Requirements:** Must successfully pass a background check and a driving record check. Must have a valid driver's license.

For Application: Application, resume, and cover letter required. Job description is available on our website at www.co.walla-walla.wa.us where you can apply online.

SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT



GENERAL INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYMENT

ELIGIBILITY LISTS: Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

Mailing Address:
Human Resources/Risk Manager
P. O. Box 1506
Walla Walla, WA 99362

Human Resources/Risk Manager
314 W Main Street, 2nd Floor
Walla Walla, WA 99362
Phone: (509) 524-2600
Fax: (509) 524-2603
Web site: www.co.walla-walla.wa.us

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: Developmental Disabilities Program Assistant (temporary, project-based funding)

DEPARTMENT: Community Health Department

REPORTS TO: Senior Program Coordinator, Developmental Disabilities

PAY GRADE: 4, Full-time (40 hours/week), FSLA Non-Exempt; Benefits Apply: Grant Funded Position

JOB SUMMARY: Under the direction of the Developmental Disabilities Senior Program Coordinator, or designee, the Developmental Disabilities Program Assistant provides information and outreach to the community including individuals with intellectual and developmental disabilities, their families, schools, community partners and advocates. Works with community partners to improve service system understanding, access, and outcomes for individuals with developmental disabilities across their lifespan. Applies and integrates the guiding values of the Developmental Disabilities Administration within program services and activities.

Builds capacity within the local community through active partnerships with education, service providers, State agencies, and others to ensure that people with developmental disabilities have opportunities for inclusive supported employment, community inclusion activities, and are prepared for employment upon graduation from transition programming. Provides support for individual students and families to ensure successful outcomes related to employment, community inclusion and connections to both informal and formal support systems.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Assists with data collection and helps evaluate the Developmental Disabilities Program outcomes related to state contracts.
- Supports individuals and families in an array of services needed to make their transition from school systems more seamless.
- Acts as a resource person for outreach efforts including set up and tear down at community events.
- Assists in long range planning of the Developmental Disabilities Program.
- Assists in the application process and outreach to applicants; engages in program development to ensure quality, appropriate services are being provided.
- Represents County Developmental Disabilities Program in a professional, collaborative manner at community events and beyond, acting as a primary source for outreach and information to connect families to DDA, DVR and community partner services.
- Able to work independently and collaboratively in a team environment.
- Plans and carries out assignments and handles problems and deviations in accordance with experienced judgment, instructions, policies, procedures, and/or accepted practices.

- Work is performed under general supervision. Supervisor defines objectives, priorities, and assists with unusual situations which do not have clear objectives or precedents.

EXAMPLE OF DUTIES:

- Completes monthly subcontractor billing and prepares program outcome report.
- Produces monthly program newsletter.
- Plans and facilitates community events for community partners, students/families, and service providers to increase understanding about program services.
- Prepares meeting agenda and records meeting minutes for committees.
- Keeps current on best practices, new system programming, legislative activities, community resources and activities pertinent to transition services, community inclusion and supported employment.
- Checks database and responds to requested actions.
- Provides additional administrative support to the Developmental Disabilities Senior Program Coordinator, as requested.
- Writes reports and correspondence.
- Some evening and weekend hours are required.

EQUIPMENT TO BE USED General office equipment, including computers, printers, fax machines, postal meter, copiers, 10-key calculators, laptop or computer workstation and related software, multi-line phone systems, voice mail, email, and cell phones.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: The working environment includes activities in multiple department venues. Physical abilities required for this position are ones typically related to office and field operations, sitting, standing, bending, reaching, and lifting to 20 pounds. Manual dexterity and visual acuity to operate computers, other office equipment, accessing file cabinets both on and off site, and sufficient hearing and speech ability to communicate verbally, and the ability to drive a motor vehicle.

KNOWLEDGE AND ABILITIES:

- Knowledge of the field of assignment sufficient to perform completely and accurately the full scope of responsibility as outlined in the position description.
- Principles and techniques of community organizing, public speaking and facilitation.
- Principles and techniques used in developing training materials and presentations using a variety of formats and media.
- Program development.
- Planning and facilitation principles.
- Knowledge of pertinent Revised Code of Washington laws (RCW's) and Washington Administrative Code regulations (WAC's)
- Knowledge of Health Insurance Portability and Accountability Act (HIPAA) policies and procedures.
- Client centered planning and outreach.

EDUCATION AND EXPERIENCE: Associate degree in social services, education, or other closely related field, some outreach experience or experience working with people with developmental disabilities;

OR a combination of education and experience management deems to meet the qualifications for the position. Training in interpersonal skills including effective communications.

LICENSES AND OTHER REQUIREMENTS:

- Must successfully pass a background check and a driving record check.
- Must have a valid driver's license.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.