



**MULTNOMAH  
COUNTY**

**MULTNOMAH COUNTY  
ANNOUNCES A RECRUITMENT FOR  
Program Specialist, Domestic Violence**

**SALARY: \$23.90 - \$29.39 Hourly  
\$49,903.20 - \$61,366.32 Annually**

**CLOSING DATE: January 18, 2013**

**RECRUITMENT NO.: 6021-96**

**THE POSITION:**

Multnomah County Department of County Human Services is currently seeking a full-time Program Specialist for our Domestic Violence Coordinator's Office.

The Domestic Violence Coordinator's Office (DVCO) is responsible for facilitating the development and coordination of effective domestic violence intervention and prevention strategies for the City of Portland and Multnomah County government and community agencies. It provides staff for the Multnomah County Family Violence Coordinating Council, administers County, State, and Federal funds for a system of community-based domestic violence victim services, coordinates collaborative projects, and evaluates/assesses system responses. It is responsible for implementation of county policy related to domestic violence, as stated in County Resolution 00-149 (Domestic Violence Policy).

This full-time Program Specialist will be responsible for developing and implementing a comprehensive training program, technical assistance, and procedures for staffing and consultation on complex domestic violence cases in which there is a need for a multi-disciplinary response involving at least one of the divisions in DCHS. In addition, the position will assist the Family Violence Coordinating Council (FVCC) in providing training and education about domestic violence and the resources available to respond to domestic violence.

Some of the major duties of this position are:

1. Develop and implement a training plan for the Department of County Human Services (DCHS), in consultation with Division management and staff and community-based domestic violence agencies and FVCC member agencies, input from staff, review of best practices and model programs. When appropriate the trainings should be made available to others in DCHS or the community. Develop and distribute appropriate handouts, briefs or other written materials to support training efforts.
2. Develop and implement, in consultation with management and line staff of each DCHS division, a domestic violence case consultation protocol for DCHS staff working with victims and/or perpetrators or their children. The protocol should take into account HIPAA regulations, the need for additional training, and communication with appropriate managers regarding suggested changes in procedures that arise in the course of the consultations. Assist in development and implementation of DV-specific procedures, as appropriate.
3. Staff the FVCC Training Committee to assist in selecting topics and speakers, scheduling, implementing, advertising, and evaluating the existing bi-monthly training for FVCC, County and City staff and community members. Assure that these trainings are accessible to DCHS staff. Produce the monthly FVCC newsletter.
4. Plan and provide additional trainings on domestic violence for DCHS staff, County staff, community partners, and community organizations. Trainings would include topics such as workplace violence, clinical responses, best practices, recent research and others.
5. Participate in other activities related to improving the response to domestic violence cases that come to the attention of DCHS staff.

Multnomah County is actively recruiting persons from diverse backgrounds to enhance service delivery to our

diverse community. Our commitment to exceptional customer service relies upon a team-oriented workplace and a continuous quality improvement environment.

## TO QUALIFY:

In order to meet the screening qualifications for this recruitment, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications. The following guidelines will be used in evaluating applications. Credit for work that is less than 40 hours per week will be pro-rated. Post-high school education will be credited on the basis of 30 semester hours or 45 quarter hours equal one year.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in social work, sociology, public health, English, journalism, business administration or public administration or a related field, **AND**

**Experience:** Two (2) years of responsible program planning, development, research assistance or evaluation experience, **AND**

### Required KSAs:

1. At least one year of full-time experience working with victims of domestic violence focusing on safety, impact of domestic violence, long-term housing or fiscal stability or civil/criminal justice response.
2. Demonstrate thorough knowledge of domestic violence in the following areas: laws / regulations / administrative rules that specifically address domestic violence; local (or typical) response system; impact of domestic violence on victims across many areas of their lives; recommended responses to disclosure of victimization by a victim; and/or specific barriers that people of color, immigrants or other minority populations have to accessing appropriate services.
3. At least one year of experience and implementing training programs or in developing protocols/programs.
4. Experience in staffing committees or filling a leadership role in a multi-disciplinary planning or implementation effort.

## THE APPLICATION PACKET:

**Please read the following information carefully, as failure to follow instructions may result in your disqualification.**

**Application packets must be received by 11:59pm Pacific Time on the closing date, if specified.**

**1. A standard Multnomah County Employment Application:** Be sure to explain in detail all related work experience. All evidence of meeting minimum qualifications must be demonstrated in the work experience portion of your application. Information in the supplemental questions and/or resumes will not be reviewed for the purposes of screening for minimum qualification.

**2. Responses to Supplemental Application questions:** Respond to each of the questions individually and completely; explain or describe any experience (paid or unpaid) and training related to each item. If you meet the minimum qualifications, the quality and rating of your supplemental questions will determine whether you advance further in the recruitment process.

**3. Don't miss important information:** Open the full job announcement on the website by clicking on "Print Job Information" and read carefully. Contact the specific Recruiter listed near the bottom of the announcement if you have questions.

## SUPPLEMENTAL INFORMATION

**Criminal Background Check:** Oregon Revised Statutes 410-007-0200 through 0380 require applicants being considered for appointment to positions that provide care, treatment, education, training, instruction, supervision, placement services, recreation or support to children, the elderly or persons with mental or developmental disabilities to submit background information for the purpose of completing a criminal history record check. This position is subject to these statutes. Therefore, if you are a finalist for this position, you will be required to submit background information, which may include fingerprints. If you refuse to comply with this required process, you will be automatically disqualified.

**List of Excluded Individuals/Entities (LEIE):** The Office of the Inspector General's List of Excluded Individuals/Entities (LEIE) provides information to the health care industry, patients, and the public regarding individuals and entities currently excluded from participation in Medicare, Medicaid, and all other Federal health care programs. Those positions with Multnomah County Department of County Human Services that are related to these programs are subject to review for exclusion. If you are a finalist for this position, the Exclusions Database will be reviewed (<http://exclusions.oig.hhs.gov/>). If your name appears on this list, you will be disqualified.

## THE SCREENING AND EVALUATION PROCESS:

1. Unless otherwise noted, applications will be screened to determine if applicants meet the minimum qualifications. All the evidence of meeting the minimum qualifications **must** be shown on the standard Multnomah County Employment Application; other application materials will **not** be reviewed at this stage of the screening process.
2. Application packets that meet the minimum qualifications will be screened again on the applicants' ability to do the job based on the following criteria: relevance of training and education, relevance of work experience, and the complexity of relevant work performed and/or responses to supplemental questions.
3. Applicants who pass at Step #2 may be asked for additional information either orally or in writing. The final score and placement on the civil service list of eligibles will be based on the application, responses to the supplemental questions, and/or any additional information obtained.
4. The highest scoring applicants will be referred to the hiring manager for an interview.

**Executive, non-civil service** employees serve at the pleasure of the appointing authority. Appointments to Executive Service positions may be made through direct appointment, or through a recruitment process. When a recruitment process is used, applications will be screened to identify the candidates whose education, experience and abilities best match the desired qualifications for the position.

Please note that the application information may be used throughout the entire screening and recruitment process. This process is subject to change without notice.

## VETERANS' PREFERENCE

In accordance with Oregon law, veterans who meet the minimum qualifications and any special qualifications for a position may be eligible for Veterans' Preference. You may claim either 5 points as a qualified veteran (non-disabled) or 10 points as a qualified disabled veteran, but not both.

To Apply for Veterans' Preference with Multnomah County:

1. Job applications must be completed online.
2. In order to ensure preference is awarded appropriately, the recruiter (listed below) must receive all required documentation by the closing date of the recruitment.
3. You may attach all required Veteran's Preference documentation to your online job application electronically, or scan and email separately to the recruiter listed below, or mail to the address below. Please reference the recruitment number and position title in all communications.

Email Veteran's Preference documentation only to: [jacob.schiffer@multco.us](mailto:jacob.schiffer@multco.us)

Mail Veteran's Preference documentation only to:  
Multnomah County DCHS - Department of County Human Services  
Attn: Jacob Schiffer  
Address: 421 SW Oak St. Suite 200, Portland, Oregon 97204

**Please Note:**

Veterans' Preference will not be awarded without the appropriate documentation; Please go to <http://web.multco.us/jobs/veterans-preference-form> for details.

There is no limit to the number of times you can use Veterans' Preference. However, you must submit required documentation for each recruitment process in which you are claiming Veterans' Preference, even if you have submitted documentation previously.

## HOW TO APPLY

Effective July 1, 2010, Multnomah County no longer accepts paper applications.  
Please visit our jobs site at [www.multcojobs.org](http://www.multcojobs.org) to submit an online application

Applications and supplemental questions, if applicable must be received by 11:59 pm on the closing date.  
Don't delay, apply as soon as you see the job announcement, closing date may change.

**Questions:** Please contact the Recruiter listed below

**Questions about the application process for the hearing impaired:** (503) 988-5170 TTY

**NOTE:** This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

**Contact Name(s)/Phone(s):** Jacob Schiffer (503) 988-6777 ext. 28275

**Department:** DCHS - Department of County Human Services

**Class Number/Title:** 6021/PROGRAM SPECIALIST

**Date:** December 21, 2012

### Program Specialist, Domestic Violence Supplemental Questionnaire

- \* 1. In an effort to ensure our outreach and advertising efforts are reaching diverse and qualified applicants, please write below how you found out about this position. (Please note, this information will have no effect upon your application.)
- \* 2. Do you have the equivalent to a Bachelor's degree from an accredited college or university with major course work in social work, sociology, public health, English, journalism, business administration or public administration or a related field? - REQUIRED QUALIFICATION  
☐ Yes ☐ No
- \* 3. Do you have at least two (2) years of responsible program planning, development, research assistance or evaluation experience? - REQUIRED QUALIFICATION  
☐ Yes ☐ No
- \* 4. Please explain, in detail, how you meet the required KSAs listed in the Job Bulletin.
- \* 5. Describe your level of knowledge, education, or experience related to the following populations or

