



UNION COUNTY BOARD OF COMMISSIONERS

Steve McClure, Commissioner
Jack Howard, Commissioner
Donna Beverage, Commissioner

Shelley Burgess, Administrative Officer

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NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

POSITION: CARE Resource Coordinator

FTE: 1.0 FTE

OPENING DATE: November 30, 2018

CLOSING DATE: Until Filled

SALARY: Range 17 (\$3602- \$4660/month) with benefits

DUTIES:

The employee provides organizational support for the Community Access for Resources Effectiveness Program (CARE) in Union County. This employee works in partnership with and directly supports the efforts of local schools and community programs to provide the CARE program for Union County. Develops procedures to coordinate agency and school efforts for children and families. Acts as a universal referral point for schools and community social services agencies.

REQUIREMENTS: Bachelor's degree from an accredited institution in Social Services, Human Services, or related field and at least two years of experience working with children and families in a social service related setting; or any equivalent combination of education, experience and training which demonstrates the ability to perform the above described duties. Familiarity with agencies and services available in the community to provide support to children and families. Ability to travel within the County. Ability to work a flexible schedule when necessary. Possess excellent interpersonal, verbal and written skills. Possession of a valid Oregon driver's license. Passing a criminal background check is a requirement for employment in this position.

SEE JOB DESCRIPTION FOR ADDITIONAL REQUIREMENTS.

APPLY: Union County Administrative Office
1106 K Avenue
La Grande, OR 97850

Application available at <http://www.union-county.org>

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER