

Human Services Specialist I-County Administration, Human Rights

Salary

\$45,156.80 - \$77,355.20 Annually

Location

MD 21046, MD

Job Type

Full Time

Department

County Administration

Job Number

19-00468

Closing

4/26/2019 11:59 PM Eastern

POSITION SUMMARY/CLASS DESCRIPTION**STARTING SALARY HIRING RANGE:**

\$21.70-\$30.19

\$45,146-\$62,808

POSITION SUMMARY/CLASS DESCRIPTION:

Support the community relations mission of the Office of Human Rights in developing and implementing plans and programs to address and combat discrimination and to promote better human relations. Incumbent expands involvement of community groups in OHR programs to include: setting meetings, taking minutes, mailings, preparing news releases, flyers, brochures, posters and programs for community groups which enhance the work of the Office of Human Rights.

CLASS DESCRIPTION:

Performs professional level human services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes human service, administrative, and counseling work; providing counseling and programmatic services to the special populations; and providing assistance in identifying the population at risk, its needs and how to meet those needs. Organizes and publicizes large events for citizens or special groups. Work also includes providing services needed to carry out human service programs or the operation of a medium sized center with extensive regional responsibility and concurrent programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following. Other duties may be assigned.

Outreach to the community for all activities relating to the mission of the Office of Human Rights.

Build relationships with the human rights advocacy community groups, government agencies, and community groups.

Support and plan OHR Community Outreach Programs (such as Housing Fair Exhibit, 50 Plus Expo, Veteran's Fair, Friends of Latin America (FOLA), Human Rights Day, etc) and other programs as needed.

Initiate and develop new outreach programs in the areas of interest to the Human Rights Office including, but not limited to, multi-cultural appreciation and sensitivity, cultural diversity, human relations, community involvement, economic development, law enforcement, minority business affairs and criminal justice.

Coordination of other conferences, workshops, fairs, related to the mission of the Office.

Coordinate distribution of literature, provide coverage and solicit volunteers for Office of Human Rights booth at various community events.

Support including, but not limited to, attending public hearings and meetings, clerical, research, coordination, planning, implementing, evaluating all activities of the Howard County Human Rights Commission and Dr. Martin Luther King, Jr. Holiday Commission as assigned.

This job has no supervisory responsibilities.

MINIMUM REQUIRED EDUCATION/EXPERIENCE:

Bachelor's Degree or equivalent combination of education and experience.

PREFERRED EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

Incumbent must have knowledge/experience in areas related to human/civil rights, community outreach and coordination of conferences, meetings, etc.

Ability to serve as liaison/representative of OHR and possess excellent speaking and writing skills.

Computer skills needed: be able to work in a Windows environment including, but not limited to, Word, Excel, Power Point, etc.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

LANGUAGE SKILLS, MATHEMATICAL SKILLS AND REASONING ABILITY:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. May need to analyze or calculate simple statistical reports as a part of the legal analysis.

Ability to define problems, collect data, establish facts, analyze information and draw valid conclusions. Ability to interpret an extensive variety of legal and technical instructions and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES AND REGISTRATIONS:

Class C Maryland Driver's License or equivalent issued by state of residence.

Agency

Howard County Government

Address

3430 Court House Drive

Ellicott City, Maryland, 21043

Phone

410-313-2033
410-313-3458

Website

<http://www.howardcountymd.gov>