

COORDINATOR SPECIAL PROGRAMS, HEALTH SERVICES IV Addiction FULL-TIME CONTRACTUAL

Recruitment #15-001334-0004

DEPARTMENT DHMH Local Health - Washington County

DATE OPENED 11/25/2015 9:45:00 AM

FILING DEADLINE 12/9/2015 11:59:00 PM

SALARY \$19.78 - \$25.55/hour

EMPLOYMENT TYPE Full-Time

HR ANALYST Carolyn Chase

WORK LOCATION Washington County

GRADE

15

LOCATION OF POSITION

Department of Health and Mental Hygiene

Washington County Health Department

1302 Pennsylvania Avenue

Hagerstown, MD 21742

Main Purpose of Job

A Coordinator Special Programs, Health Services IV Addiction is the advanced or supervisory level of work directing a program in the Department of Health and Mental Hygiene in a local health department, residential facility or the headquarters administration. Employees supervise a program in one of the above options providing services to a specified population in a local health or residential setting or coordinating and advising local providers of such services on a regional or Statewide basis. Employees receive general supervision from a higher-level program administrator. Employees in this classification are required to give advice and direction to others involved in planning and development of staff services. Supervision is usually exercised over assigned professional, technical and clerical employees. The job evaluation factors include: qualifications; nature and purpose of personal contacts; nature of recommendations, commitments, decisions and conclusions; creative thought; managerial planning; responsibility for administration; and nature of supervision received.

MINIMUM QUALIFICATIONS

Education: Possession of a bachelor's degree from an accredited college or university in nursing, social work, psychology, education, counseling or a related field.

Experience: Five years of professional experience in health services, two years of which must have been in the option for which application is made.

NOTES:

1. Applicants may substitute a master's degree from an accredited college or university in a health or human service field for one year of the required general experience.
2. Experience in the option must be as follows: professional work related to treatment and services for persons with alcohol or other substance abuse addiction.
3. A bachelor's degree from an accredited college or university in another field plus one additional year of professional experience in health services may be substituted for the specific degree.
4. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in Health Care Administration classifications or Civil Affairs Specialist specialty codes in the health related field of work on a year-for-year basis for the required experience and education.

SELECTION PROCESS

Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. For Recorded Job Information Call: 410-767-6018.

BENEFITS

[CONTRACTUAL EMPLOYEE HEALTH BENEFITS](#)

FURTHER INSTRUCTIONS

Online application process is **STRONGLY** preferred. If online process is not available, please send your paper application to: DHMH, Recruitment and Selection Division, 201 W. Preston St., Room 114-B, Baltimore, MD 21201. The paper application must be received by 5 pm, close of business, on the closing date for the recruitment, no postmarks will be accepted. Incorrect application forms will not be accepted. If you need to submit additional information, the preferred method is to upload. If unable to upload, please fax requested information only to 410-333-5689. Appropriate accommodations for individuals with disabilities are available upon request by calling: (410) 767-1251 or MD TTY Relay Service 1-800-735-2258. We thank our Veterans for their service to our country, and encourage them to apply. As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity. Should

additional information regarding this recruitment be required, please contact the DHMH Recruitment and Selection Division at 410-767-1251 or via email at dhmh.jobs@maryland.gov.

APPLY TO WWW.DBM.MARYLAND.GOV