

Employment Opportunities

Part-Time Family Services Caseworker II- Intake Coordinator

Date Posted: 11.09.2009

Date Closing: 11.30.2009

Salary: \$20 per hours, 20 hours per week

Location: 7500 Ritchie Highway, Glen Burnie, MD 21061

Job Description:

Anne Arundel County Department of Social Services, Part-time County Contractual with no benefits (20hrs/wk)

The incumbent will act as a central intake coordinator for a new homeless prevention and rapid re-housing grant program. This position will perform initial intake assessments for adults and families in a newly homeless situation and refer them to designated homeless providers in the County. Some evening and weekend hours may be required.

The ability to work independently and knowledge of County resources and programs is required. Candidates with a minimum of eight years experience in a human service field or related experience are encouraged to apply.

Minimum Qualifications:

Education/Experience

The minimum qualifications for a Family Services Caseworker II are determined by the State of Maryland Department of Management.

The Minimum qualifications for a Family Services Caseworker are: a bachelor's degree from an accredited college or university in an appropriate behavioral science, such as: child development, sociology, social work, psychology, counseling, nursing, criminology, juvenile justice, human growth and development, human services, mental health or human resources management that includes at least 30 credit hours in human services or human development.

LICENSES, REGISTRATIONS AND CERTIFICATES:

Employees in this classification may be assigned duties, which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

Employees in this classification may be required to provide the employer with a telephone number at which they can be reached after working hours.

APPLICATIONS NOT IDENTIFYING THE MINIMUM QUALIFICATIONS CANNOT BE ACCEPTED.

Applicants must provide written verification of the required education. Your prior applicable work experience will be verified by this office with your written consent.

PROCEDURES FOR APPLICATION: Qualified candidates must submit either a resume or State application (MS100) to Donna LeBrun, Anne Arundel County Department of Social Services, 80 West Street, Annapolis, MD 21401. You may obtain an application form by visiting www.dbm.maryland.gov. Appropriate accommodations for individuals with disabilities are available upon request.