

# SNOHOMISH COUNTY JOB DESCRIPTION

## HUMAN SERVICES SPECIALIST I

Spec No. 2092

### BASIC FUNCTION

To assist in the planning, development, implementation, coordination and evaluation of human services programs.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists in preparation of program plans, goals and objectives, program budgets, and contract documents for human services programs as assigned.
2. Participates in development and negotiation of contracts and service agreements with program subcontractors; assists in monitoring contract compliance and reviews of subcontractor performance in relationship to contractual guidelines and established performance standards.
3. Provides a variety of information and technical assistance to program subcontractor and potential subcontractors as necessary.
4. Assists in researching and preparing applications to obtain funding for various projects, studies or programs as assigned.
5. Keeps informed of and provides interpretation of federal, state and local regulations and guidelines relating to assigned program areas.
6. Organizes and makes arrangements for public meetings, hearings and forums as necessary; drafts reports, minutes and informational materials.
7. Assists with coordination of various quality assurance and statistical reports.
8. Provides a variety of administrative support functions such as drafting correspondence, tracking project processes, data entry, research, etc.

### STATEMENT OF OTHER JOB DUTIES

9. May serve as liaison between the county and program subcontractors, other affected agencies and various community groups as required; coordinates program activities with other Human Services divisions and programs and with other agencies and groups as necessary.
10. May provide staffing for advisory boards and committees as directed.
11. May manage computerized service data and reporting systems.
12. Performs related duties as required.

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### MINIMUM QUALIFICATIONS

A Bachelor's degree in business or public administration, one of the social sciences or other field directly related to human services; PLUS, one (1) year of experience in human services program planning, contract preparation and management, or in a closely related field; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

#### **When assigned to work in the Ombudsman Program:**

Must be free of conflict of interests which interfere or have the appearance of interfering with the Long-Term Care Ombudsman's responsibilities. In particular, must not have been an employee in any capacity with a long-term care facility for the (3) years prior to appointment.

Must have no pecuniary interest in the provision of long-term care services.

Must be able to obtain a State Certification for Long-Term Care Ombudsman within ninety (90) days of employment.

A valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment.

#### **When assigned to work in the Home Care Contracts Management Program:**

Must be able to monitor and track contracts and other governmental agreements with outside agencies including preparing, interpreting, billing, invoicing, researching, reviewing and summarizing information.

Must be able to use spreadsheets and ledgers to review billings and payments.

Must be able to produce specialized financial reports on contracts to maintain compliance with funding regulations and limits, and help interpret information on financial reports related to reimbursable subcontractor activities.

Must have knowledge of:

- accounting principles, practices and techniques related to area of assignment
- budgetary principles, practices and procedures
- billing and invoicing principles, practices and procedures
- the use of computer technology as it relates to standardized reporting concepts
- production of specialized financial reports and usage of information
- prevailing wage laws

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- human services programs and resources; research principles and methods
- grant writing methods and procedures
- data collection techniques and statistical methodology; word processing, spreadsheet and/or data base systems

Ability to:

- assist in the development of human services programs, plans and budgets
- read and interpret relevant federal, state and local codes, rules, regulations and guidelines
- establish and maintain effective working relationships with the public, co-workers and citizen advisory groups; maintain complete and accurate records
- gather and analyze a variety of data relating to program development and operations;
- operate personal computer data systems

### SUPERVISION

This position receives supervision from a division administrator or other programmatic supervisor as assigned. Objectives, priorities and deadlines are established by the supervisor. Employees plan and carry out successive steps and resolve problems in accordance with instructions, policies and accepted practices.

### WORKING CONDITIONS

The work is performed in the usual office environment with trips to locations throughout the county to attend community meetings and coordinate programs. The employee is required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 1987  
Revised: February 2006; July 2007, February 2014  
Previous Spec No. 370347  
EEO Category: 2 – Professionals  
Pay Grade: 236 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous