

Care Home Program Technician

Department of Human Services

Aging Disability and Care Home Program

Salary rate 19.15 per hour

Position Description

This position is responsible for monitoring the activities and services delivered in adult care homes facilities. The monitor also assists the licenser in determining if licensing requirements are being met by Adult Care Home operators. Monitors conduct home visits and interview residents in adult care homes to determine if their health, welfare, and safety are adequately protected. Monitors also coach and teach operators and caregivers through one-on-one technical assistance to support providers in providing excellent care and to ensure their compliance with Multnomah County Administrative Rules. Monitors must thoroughly understand the applicable state laws (such as abuse reporting) and Multnomah County Administrative Rules in order to provide training/technical assistance to identify and document areas of non-compliance. Monitors serve as a liaison between County, community agencies and regulated businesses.

Job Duties

Most jobs generally consist of five to eight (5-8) major functions related directly to the purpose of the position. List functions in descending order. DO NOT list functions that take less than 5% of the time. Typically the top three to four (3-4) most critical functions summarize approximately 60-70% of the assigned work. Essential functions as defined under the Americans with Disabilities Act may include the following duties and responsibilities, knowledge, skills and other characteristics. Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this classification. These essential functions should be items that the incumbent can do with or without reasonable accommodations. RESOURCE: PERCENTAGE OF TIME EQUIVALENCY GUIDELINES FOR ESSENTIAL JO

Minimum Qualifications/Transferable Skills*:

- High school diploma or GED
- 3 years of specialized, increasingly responsible clerical/administrative experience
- Experience working with older adults and adults with developmental, physical, mental or emotional disabilities
- Must have a valid driver license
- Must pass a criminal background check

Veterans' Preference:

- Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.
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- For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.