

Case Management Assistant
Department of Human Services
Aging Disability and Veteran Services
Salary rate 18.13 per hour

Position description

The Case Management Assistant (CMA) provides assistance to Case Managers who serve the aging, people with disabilities and veteran populations in Multnomah County. Functions performed by the CMA enhance the state, federal, and local programs administered by the Case Managers as well as connecting clients with additional programs and community resources.

Job Duties

Most jobs generally consist of five to eight (5-8) major functions. List in descending order related directly to the purpose of the position. Do not list functions less than 5% of 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.

Minimum Qualifications/Transferable Skills*:

- High school diploma or GED
- 2 years of clerical experience
- Experience working directly with clients or the public
- Must pass a criminal background check
- Requires a valid driver license

***Transferable skills:** Your transferable skills are any skills you have gained through education, work experience (including the military) or life experience that are relevant for this position. Be sure to describe any transferable skills on your application and clearly explain how they apply to this position.

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.
- 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.