

**JOBS ANNOUNCEMENT
CITY OF PORTLAND, MAINE**

HUMAN SERVICES SPECIALIST

Health and Human Services Department – Social Services Division – **Full-Time (37.5 Hours), Project position - Intake Coordinator - Oxford Street Shelter – Schedule is Monday through Wednesday, and Friday from 3:00 PM to 11:30 PM, Thursdays 2:00 PM to 10:30PM, and a mandatory all staff monthly meeting.**

Responsibilities include assisting with check in procedures, data quality assurance, all shelter intakes and other assessment tools. This position will also be responsible for completing General Assistance applications, Maine Care billing and have knowledge of other General Assistance programs. Additional duties include client outreach, referral to ESG program for Rapid Re-Housing and record keeping. Other job duties include: crisis intervention, referral for detox and other substance abuse services, referral for mental health services, referral for healthcare services, may include other job duties as assigned by shelter management. **Requirements:** Exceptional customer service skills and the ability to manage multiple priorities simultaneously required. Experience working in an emergency homeless shelter is preferred. General Assistance knowledge or experience within programs serving homeless or at-risk populations as well as experience with mental illness, substance abuse and other barriers to self-sufficiency also preferred. B.A. degree in Social Services or equivalent combination of combined education, experience, and training desired. Valid Maine Class C driver's license (please provide license number) and personal vehicle available for work also desired. Offers of employment are contingent upon the completion of a satisfactory criminal background check. \$693.75/week, starting pay rate.

Permanent, full-time employees receive a generous benefits package which includes 12 ½ paid holidays; employee health insurance; sick and vacation leave; optional life, dental and income protection insurances; choice of retirement plans; and tuition reduction programs with Kaplan University and the University of Southern Maine. Part-time employees may receive a pro-rated benefits package which may include some, but not all, of the benefits listed above.

To download the City's application form, log on to the Job Opportunities page of the City's website, www.portlandmaine.gov/324/jobs

The City of Portland is strongly committed to diversity in its workforce.
Women and Minorities are encouraged to apply.
We are an Affirmative Action/Equal Employment Opportunity employer.

Apply at/send cover letter and resume to the
City of Portland, Maine
Human Resources Office
389 Congress St., Room 115
Portland, ME 04101
Tel. (207) 874-8624, Fax (207) 874-8937

Email to jobs@portlandmaine.gov.
To apply online go to www.portlandmaine.gov/324/jobs.

Deadline for applications: Tuesday, May 8, 2018.