

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN SERVICES SPECIALIST II

Spec No. 2093

BASIC FUNCTION

To perform responsible professional work in the planning, development, coordination, implementation and evaluation of human services programs either through direct services or by sub contractual arrangements.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates assigned program planning and development activities of complex programs with supervisors, administrators, other department staff, other county departments, other government agencies, private service organizations, citizen groups, and other organizations as necessary.
2. Develops and conducts needs assessments and prepares comprehensive program plans, goals, and objectives, program budgets and contract documents for human services programs as assigned.
3. Coordinates the data collection and reporting requirements for, assigned programs, including the organization and computerization of such reports; prepares analysis of data.
4. Develops and negotiates contracts and service agreements with program subcontractors; monitors contract compliance and reviews and evaluates subcontractor performance for quality assurance and prepares monitoring reports and corrective action plans.
5. Participates in the development of programmatic budgets within areas of assigned responsibility; participates in negotiation and execution of contracts with federal, state and other funding sources; provides ongoing monitoring of internal program budget(s); makes recommendations for modifications as necessary.
6. Provides a variety of information and technical assistance to program subcontractor and potential subcontractors as necessary.
7. Researches and prepares applications to obtain funding for various projects, studies or programs as assigned.
8. Provides staffing for advisory boards and committees; provides group facilitation for community groups and committees to accomplish program goals.
9. Keeps informed of and provides interpretation of federal, state and local regulations and guidelines relating to assigned program areas.
10. Provides community leadership and mobilization for assigned areas; provides community education and training including coordination of community events.
11. Facilitates funding application processes, including request for proposals.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Works in a cross disciplinary and interdepartmental manner to best meet the needs of the department's clientele.

STATEMENT OF OTHER JOB DUTIES

13. Oversees activities of student interns and volunteers as assigned.
14. Performs related duties as required.

WHEN ASSIGNED TO DIVISION OF HOUSING & COMMUNITY SERVICES

1. Be familiar with affordable housing activities including preparing down-line capital contracts and be knowledgeable of mortgages, subordination agreements, title insurance and other real estate documents. May work with escrow agencies and attend property closings, record required security documents, evaluate and take necessary action to protect the county's interest in the event of property foreclosures or agency bankruptcy.
2. Inspect multi-family housing units for health, safety and code violations, monitor projects to ensure that the intended use of the property has been maintained for the required term of the contracts, ensures compliance with fair housing, tenant income requirements, and other regulations, writes inspection reports and notifies property managers and agencies of violations with required work orders and perform follow-up monitoring activities.

WHEN ASSIGNED TO THE OFFICE OF WEATHERIZATION

1. Performs residential energy audits and in progress work inspections as needed.
2. Investigates and seeks to resolve client complaints that arise regarding work that is done or not done on client homes.

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, two (2) years progressively responsible experience in human services program planning, grant 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

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

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SPECIAL REQUIREMENTS (Continued)

WHEN ASSIGNED TO THE OFFICE OF WEATHERIZATION

1. Must have current certification as a Building Performance Institute (B.P.I.) Residential Auditor OR must be able to obtain the required certification within 90 days of employment.
2. Must obtain certifications from the Department of Energy for Mold and Mildew Protocol training and the Montana State University or other grantor acceptable certification in "Lead Based Paint Work Safety" within 30 days of employment or when class is first offered following employment.
3. Must obtain First Aid certification within 90 days of employment or when class is first offered following employment.
4. Must complete Driver Safety instruction within 90 days of employment (or when class is first offered following employment).

KNOWLEDGE AND ABILITIES

Knowledge of:

- human services and governmental agencies, programs and resources
- grant writing methods, principles and applications
- application of relevant federal, state and local laws, codes, rules, regulations and guidelines to human services programming and operations
- research principles and methods; the use of computer technology
- programmatic best practices
- specific populations served by human services programs

Ability to:

- develop human services programs, plans for services and operation
- establish and maintain effective working relationships with public, co-workers, governmental officials, citizen groups and advisory boards
- develop and maintain complete and accurate records
- analyze problems and prepare alternative strategies for solution
- gather, analyze and evaluate program, statistical and financial data
- perform data management requirements and updates on personal computer
- provide training to community groups and agencies as required
- communicate effectively orally and in writing

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SUPERVISION

This position receives direction from a programmatic supervisor, division administrator or the Director of Human Services, as assigned. The work is performed with limited supervision and is reviewed through meetings, reports and results obtained.

WORKING CONDITIONS

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

The work also involves site visits to client residences as required, inspection of work performed at client homes, including crawl spaces and attics.

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: May 1982 as Social Services Specialist

Previous Spec No. 370348

Revised: October 1987; February 2006; July 2010; February 2012; July 2013, October 2017

EEO Category: 2 - Professionals

Pay Grade: 239 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous