

## Registry/Training Specialist for

## In-Home Supportive Services Public Authority



**The Orange County In-Home Supportive Services (IHSS) Public Authority is now recruiting to fill two (2) Registry Training Specialist positions. One position must be bilingual in English/Vietnamese. If you enjoy working with seniors and persons with disabilities then this is for you.**

The IHSS Public Authority recruits, trains and matches IHSS Providers to work with IHSS Consumers so that the Consumer may remain in their own homes. The Public Authority has a Registry of Providers, investigates the background and qualifications of these Providers, refers these Providers from the Registry to IHSS consumers, and assists in the educational activities of both the Consumer and Provider.

If you are interested in providing a quality service to seniors and people with disabilities, the OC IHSS Public Authority will accept cover letters and resumes only for the Registry Training Specialist position until the needs of the organization are met.

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### **Do you possess...**

- Knowledge of senior & disability related home-care needs and issues.
- Expertise in recruiting and/or marketing programs for low-income families.
- Exceptional skills communicating with a diverse population of consumers.
- Excellent writing skills, including experience developing training curriculum in power point.
- At least one year of experience working with and maintaining a computer database.
- Knowledge of County social services systems for seniors and/or persons with disabilities.

If so, and you meet the following qualifications, this may be the position for you:

- 3 years of full-time experience performing social work, vocational rehabilitation, human services, related health care or social services functions

### **AND**

- A Bachelor's degree in social work, vocational rehabilitation, human services, psychology or a closely related field.

Additional qualifying experience may be substituted for the required education up to a maximum of 2 years. One additional year of qualifying experience may be substituted for the required academic major.

## **COMPENSATION and BENEFITS**

The monthly salary for this position may range **from \$3,200 to \$4,281** DOE, education and competencies. Benefits will be finalized prior to appointment.

The In-Home Supportive Services Public Authority is an **entity separate from the County of Orange** and its benefits, retirement plan and terms and conditions of employment will differ from those provided by the County.

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YOU ARE INVITED TO SUBMIT YOUR COVER LETTER AND RESUME TO:

OC IHSS Public Authority  
Attn: Program Manager  
1200 N. Main, Ste., 700  
Santa Ana, CA 92701

OR

E-mail address as: [PublicAuthority@ssa.ocgov.com](mailto:PublicAuthority@ssa.ocgov.com)

**Please no calls or faxes. Questions may be sent via email only.**

Cover letters & resumes will **only** be considered if details about the following are included:

- Developing curriculum and training modules
- Training activities you have been involved with
- Experience managing and maintaining databases of information about clientele
- Your familiarity & experience with the senior and disabled communities

These positions will be open until filled. One position will not be filled until July 1, 2006.