**MAP Specialist (Assistant) 80210**

**Grade: Hourly**

**FLSA: Non-Exempt**

**Date: 11/13**

**Job Summary:** Assists in the coordination of the St. Mary’s County Maryland Access Point/Aging and Disability Resource Center (MAP/ADRC) site, serving adults who are aging and those with disabilities, performs other duties as assigned.

**Essential Functions:**

1. Assists coordinating a system that provides intake, screening, information, referrals resources, options, direction and support;
2. Interviews individuals and family members in person and by telephone to assess their medical, social, and financial needs and then informs them of the available programs/services for which they may be eligible;
3. Assists consumers in applying for and assessing services, encouraging self-advocacy;
4. Makes home visits to assess needs of consumers who are unable to leave their home without significant difficulty;
5. Establishes and maintains partnerships and open communication with other community agencies that may also serve the same population;
6. Oversees accurate and timely entry and reporting of data;
7. Maintains up-to-date and confidential consumer files and records;
8. Assists with outreach to inform the community and partnering agencies about the MAP/ADRC site and the services offered;
9. Attends appropriate meetings, trainings, webinars, and in-service opportunities related to the MAP/ADRC program;
10. Handles consumer needs as requested by the MAP Coordinator, Division Manager or Department Director;
11. Supports family and caregiver training/education;
12. Ability to learn and navigate portions of the Maryland Long-Term Support Services Tracking System.

**Secondary Functions:**

1. Performs other duties as assigned within the department.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Knowledge of the procedures and practices of case file preparation and the preparation of documents;
3. Ability to operate relevant computer programs and tracking systems;
4. Ability to conduct research and maintain accurate records;
5. Ability to effectively communicate with other staff and members of the public in a courteous and caring manner;
6. Math and language skills;
7. Ability to maintain confidentiality.

**Education and Experience:**

1. Three years or more of related experience;
2. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date