



## CHIEF, AGING AND DISABILITY SERVICES

**DHHS**  
MONTGOMERY COUNTY  

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Department of Health  
and Human Services

MONTGOMERY COUNTY, MARYLAND

<https://www.montgomerycountymd.gov/>

## The Position: Chief, Aging and Disability Services

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Montgomery County Department of Health and Human Services (DHHS) seeks a visionary executive to lead our Aging and Disability Services division. The Chief of Aging and Disability Services provides leadership and oversight of the County's Aging and Disability Services. The position will also serve as a senior member of the Department's leadership team responsible for building and nurturing a fully integrated public health and human services system.

### IDEAL CANDIDATE:

The ideal candidate will demonstrate an active knowledge of the needs of older adults and persons with disabilities and the ability to direct strategic initiatives which address root causes of inequalities, reduce barriers to services and enrich systems that contribute to an age-friendly community. The ideal candidate will have a deep understanding of the interdependencies between human services, somatic health, and behavioral health and a strong commitment to working within and contributing to an integrated public health and human services delivery system. The candidate will demonstrate a strong commitment to community engagement focused on building ongoing relationships that inform and influence services to older adults and persons with disabilities.

### JOB RESPONSIBILITIES:

- Plans, leads, and supervises management staff in implementing the core program service functions of assessment, policy development, education, and quality assurance for aging and disabled populations.
- Promotes and fosters partnerships with public and private agencies in order to assure a well-coordinated system of services for the aging and disabled.
- Assures the effectiveness of Aging and Disability Service programs and policies through conducting evaluations and customer feedback.
- Assures effective fiscal and management controls.
- Ensures the provision of adequate and relevant staff training.
- Assists in the development and implementation of an integrated health and human services system.
- Maintains communications and represents Aging and Disability Services to clients, the general public, and to Federal, State, and local agencies and officials.
- Ensures that employees at all levels are encouraged to participate in program and policy development.

### HIGHLIGHTED QUALIFICATIONS:

#### Program Knowledge

- Extensive knowledge of aging and disability principles and issues, and of developments in applicable Federal and State regulations and programs.
- Thorough knowledge of, and commitment to customer service and client focused integrated and interdisciplinary service delivery.

#### Equity and Social Justice

- Understanding and commitment to equity and social justice and impact of social determinants on health and well-being.

#### Cultural Competence

- Cultural competence obtained through working with racially and culturally diverse communities.
- Bilingual preferred -Spanish, French, Vietnamese, Chinese, Korean or Amharic.

#### Leadership

- Ability to lead, plan, implement, and evaluate aging and disability service programs.
- Extensive experience with outcome-based planning and accountability.



## Relationship Management and Community Engagement

- Ability to establish collaborative and cooperative approaches to achieving goals.
- Fosters an environment of collaboration through partnerships with government agencies, private sector organizations, community-based groups, and clients.
- Creates an environment based on open, clear, and consistent communication among staff.

## EXPERIENCE AND EDUCATION:

**Experience:** Extensive seven (7) years human service experience, to include five (5) years of professional experience in the administration of programs for aging and disabled populations.

**Education:** Graduation from an accredited college or university with a Master's Degree in a human service or public administration field.

**Equivalency:** An equivalent combination of education and experience may be substituted.

The Chief of Aging and Disability Services will be appointed by the County Executive and confirmed by the County Council. This is a non-merit position within the Montgomery County Government and will report to the Director of the Department of Health and Human Services.

## To Apply

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Montgomery County government is committed to attracting and retaining a highly skilled, quality, and diverse workforce. We want people who are committed to public service and aspire to make a difference in our community.

Montgomery County offers quality compensation and a generous benefits packet. Learn more at:

<https://www.montgomerycountymd.gov/HR/Benefits/NewProspectiveEmployees.html>.



Interested applicants should forward a cover letter and resume to:  
Susan C. Seling, Chief, Human Capital Management and  
Organizational Development at:  
[susan.seling@montgomerycountymd.gov](mailto:susan.seling@montgomerycountymd.gov)

**Deadline Date: December 13, 2019**

## About the Division of Aging and Disability Services

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The staff of Aging and Disability Services shares the Montgomery County vision, where seniors, persons with disabilities, and their families are fully participating members of our community. The mission of this service area is to affirm the dignity and value of seniors, persons with disabilities, and their families by offering a wide range of information, home and community-based support services, protections, and opportunities, which promote choice, independence, and inclusion.

Programs and Services include:

- Aging & Disability Resource Unit
- Assessment & Continuing Case Management Services
- Home & Community Based Medical Assistance Waiver Services
- Community Support Network for People with Disabilities
- Assisted Living Services
- Home Care Services
- Ombudsman Services
- Respite Care
- Senior Community Services
- Senior Nutrition Program

The FY2020 operating budget for Aging and Disability Services is \$54.55 million. The staffing compliment includes 174 FTEs. For additional information regarding the FY2020 budget allocation for Aging and Disability Services, please click [here](#).

## About Montgomery County Health and Human Services

The [Department of Health and Human Services](#) is responsible for delivery of the County's public health and human services that the needs of our community's most vulnerable children, adults and seniors. The Department provides services through more than 120 programs at more than 20 locations. With 1,750 employees, the Department of Health and Human Services is the largest County Department.

As a Department, we believe health and wellness of the county can only be achieved by ensuring that every resident has fair opportunities to reach their fullest potential. This means access to quality housing, transportation, education, employment, health care, human services, safe neighborhoods and healthy food. HHS' provides critical services for residents who face a variety of obstacles in achieving their full potential. HHS plays an essential role in building a healthy and strong community.

The [Department](#) delivers over 120 programs and services through six (6) divisions:

- Aging and Disability Services
- Behavioral Health and Crisis Services
- Children, Youth and Family Services
- Community Affairs
- Public Health Services
- Services to End and Prevent Homelessness



## About Montgomery County, Maryland

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Montgomery County is located adjacent to Washington, DC and with over one million residents, is the most populous county in the State of Maryland. The County is also the most diverse county in the State and ranks among the top ten most diverse county's in the nation. Montgomery County is home to many major U.S. government offices, scientific research and learning centers, and business campuses.

The County Government is composed of the Executive and Legislative branches. The Executive Branch implements and enforces Montgomery County's laws and provides executive direction to the government. Its chief executive officer is the County Executive. There are over 30 executive branch departments and agencies that help to deliver services to more than one million county residents. Montgomery County is proud of the services it offers.

Montgomery County Executive Marc Elrich has outlined [seven priority outcomes](#) for the county's future.

- Thriving Youth and Families
- A Growing Economy
- A Greener County
- Easier Commutes
- A More Affordable and Welcoming County
- Safe Neighborhoods
- Effective, Sustainable Government