



POSITION DESCRIPTION

Senior and Disability Services Background Check Specialist

Background Check Specialist	
EMPLOYEE NAME:	_____
Position Title:	Background Check Specialist
Classification/Salary Range:	Background Check Specialist / SEIU Range 10
Division/Unit:	Senior and Disability Services / Licensing, Payment, and Support
Supervisor:	Unit Manager
FLSA Status:	Non-Exempt, Overtime eligible
Representation:	SEIU
Position Location:	Schaefers Building, 1015 Willamette, Eugene, OR, or other locations as needed
Position Purpose	
<p>The purpose of this position is to complete background and criminal history checks through the electronic statewide CRIMS system on subject individuals. Performs duties related to determining HCW and AFH applicant eligibility for employment. Also initiates requests of CRIMS for contracted agencies and program volunteers.</p> <p>Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.</p>	
Position Essential Functions	
<p>Initiates requests for background checks and follows through background check application/recertification process for potential applicants for the CEP and AFH programs and volunteers, through the CRIMS system to the Background Check Unit.</p>	

Assists with answering and responding to applicants' questions and provides technical assistance for applicants who use the online CRIMS system. Refers questions to BCU, once data has been submitted.

Receives and processes requests for criminal history/background checks and other supporting documents from subject individuals in the Home Care Worker and Adult Foster Home programs and for S&DS volunteers.

Enters into CRIMS data submitted by SI's on 301's or after a request to initiate form has been completed.

Refers subject individual to live scan or submits fingerprint cards to the Background Check Unit (BCU), when necessary.

Tracks status of all CRIMS fitness determination requests and if processing has been delayed requests "status check" to consider expediting the process. Consults with BCU and provides any documentation necessary.

Reviews local systems for substantiated protective service cases and provides information to manager for a determination.

Notify subject individual by written communication, when BCU makes fitness determination.

Staffs difficult or unusual cases with manager.

Documents all contacts and actions regarding the background check and updates databases.

Maintains and shares information according to privacy regulations.

Keeps CEP, AFH units, and Case Managers informed of the progress of SI's fitness determinations.

As backup to HCW Specialist, processes Homecare Worker applications including needed data entry and requesting provider numbers.

Other Duties of Position

Provides back-up support to other positions in the office in case of absence or work overload.

Commitment to working effectively and collaboratively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.

Works to participate in the learning environment within the division.

Regular and on-time attendance.

Other duties as assigned.

Minimum Qualifications

High school diploma (or G.E.D.) and three years general office experience, or any combination of education and experience that provides the occupant with the desired skills, knowledge, and ability required to perform the job.

This position requires an advanced level of knowledge of the administrative rules, regulations, and procedures related to the Criminal History rules, Adult Foster Home rules, and the HCW rules.

Incumbent must be able to pass a Criminal History Records check. Must have or be able to obtain LEDS certification. Must have a thorough understanding of this system. This position requires clearance in Criminal Justice Information System (CJIS clearance). QED certification through BCU (meet testing requirements).

Valid Oregon State driver's license or the ability to obtain reliable transportation to a variety of sites in Lane County.

Passing a background check is required for this position.

Knowledge, Skills & Abilities

Excellent written and oral communication skills.

Ability to think creatively and respond to a changing environment.

Organized and able to manage time wisely.

Cooperative and collaborative attitude.

Ability to establish and maintain effective working relationships.

Ability to work independently and as a member of a team.

Demonstrates sensitivity to the issues associated with low income, disability, diversity, and aging.

Ability to communicate effectively with participants, volunteers and community members to promote their participation or resolve their concerns with professionalism and respect.

Ability to organize, plan, and coordinate multiple tasks with attention to detail; handle multiple interruptions, maintain focus on tasks and produce accurate work.

Signatures

Employee signature and date _____

Manager signature and date _____

Human Resources signature and date _____