

# JOB VACANCY ANNOUNCEMENT

Date of Posting: July 23, 2018

Job Title: PROGRAM MANAGER-SENIOR NUTRITION

The following full time position is available. Interested parties may obtain an application form from the Marion County Public Health Department, the Public Health Website [www.marionph.org](http://www.marionph.org), the Marion County website [www.co.marion.ia.us/offices/hr](http://www.co.marion.ia.us/offices/hr) or on the bulletin board on first floor of the Courthouse. Please submit your completed application form to the Marion County Public Health Department, 2003 N Lincoln, PO Box 152, Knoxville, IA 50138, or to Kim Dorn via email at [kdorn@marionph.org](mailto:kdorn@marionph.org) by August 6, 2018.

This position is specific to: Elderly Nutrition Program Manager

Department: Marion County Public Health Department, Knoxville, IA 50138

## **Essential Functions and other details of the Job:**

Program Coordination  
Participant Care Coordination  
Volunteer Management  
Staff and sub-contractor Supervision  
Report Writing and Submission  
Budget monitoring and planning  
Working with funder to assure compliance with program requirements

## **MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- Minimum Required High School Graduation, prefer bachelor's degree in a health or human service field
- Computer fluency
- DCI-FBI Background check is required
- Must be licensed driver
- Experience in community-based programming is preferred
- Care Coordination experience preferred
- Staff Supervisory Experience

**Interested parties should read the full job description available at Marion County Public Health Department, or on the website at [www.marionph.org](http://www.marionph.org). This job vacancy notice will be posted for a minimum of 10 days, which ends August 6, 2018**

The County shall have sole discretion to fill any vacancy.

**MARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**MARION COUNTY**  
**JOB DESCRIPTION**

Job Title:	Program Manager Senior Nutrition Program	Department:	Senior Nutrition
Effective Date:	July 2018	FLSA Designation:	Exempt
HR Approved:	<i>Lisa Seddon</i>	Reports To:	Director of Public Health

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**PURPOSE**

Under general direction, administers local, state, and federal public health programs for the local public health department. Assures that program area delivers service to appropriate targeted populations, operated effectively and efficiently within rules, regulations, codes and applicable laws. Must be public servant minded with a bent for governmental business operations. Represents program area in the community, within the service area, and appropriately integrated within local health, education, and community systems.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

*The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.*

**COMMUNITY HEALTH NEEDS ASSESSMENT AND HEALTH IMPROVEMENT PLAN:** Participates in the CHNA/HIP process in applicable counties, and assures that the needs of programmatic population groups are represented.

**GRANT WRITING:** In collaborative process with Public Health Director, writes grant applications for applicable program area for submission by agency director. Develops, implements, and oversees programmatic work plans that address the needs of Marion County. Maintains integrity of the grant guidance, administrative rules, and program regulations. Works within the goals of CHNA/HIP, Healthy Iowans, Healthy People, working toward best practices within the field of public health.

**BUDGET:** Develops and carries out programmatic budget as it applies to approved work plan. Submits projected budget for upcoming fiscal year to agency director by October 15 of each year. Stays within approved program budget. Is responsible for attaining applicable match dollars for program area. In cooperation with fiscal coordinator, tracks use of dollars drawn down, dollars available, and any required match dollars. Works closely with the fiscal coordinator to assure billing is complete, accurate, timely, and in compliance with program guidelines.

Program Manager, Senior Nutrition July 2018

**SUB-CONTRACTS:** Writes and manages sub-contracts as needed. Submits to agency director for review prior to submission to funding entity and potential sub-contractor.

**PROGRAM COORDINATION AND OVERSIGHT:** Works with applicable state, regional, and local staff to assure that all program guidelines are followed and that programmatic and fiscal documentation is kept in a manner acceptable to meet program and fiscal audit for program areas. Assures that terms of program contract are met, including general and special conditions, performance measures, and other requirements as established. Maintains an in-depth knowledge of science based information pertaining to program area. Oversees services in all counties within program area. Oversees program quality improvement processes.

**VOLUNTEER MANAGEMENT:** Assists in creating, implementing and using a volunteer management system.

**CARE COORDINATION:** Assists program participants with accessing necessary services through referral to community resources.

**PROGRAM POLICIES:** Develops and submits program-specific policy recommendations which are in concert with agency policies for consideration.

**STAFF SUPERVISION:** Oversees assigned staff within program area, both hired and by contractual arrangement. Provides input to agency director regarding the hiring of new employees. Is responsible for orientation and staff training specific to program area. Provides routine feedback, and evaluation of subordinate employees on an annual basis. Discusses and documents performance issues with employees as needed on an ongoing basis. Recommends disciplinary actions to agency director as needed. Assists with disciplinary process, maintaining confidentiality in all personnel-related issues.

**REPORTS:** Is responsible to complete all reports as required by contracts. Provides quarterly reports to agency director to provide information to applicable board.

**DIRECT SERVICE:** Provides direct services as applicable within scope of practice in various program areas within agency. Assures program coverage, providing direct service as needed to attain needed coverage.

**COMMUNITY EDUCATION:** Provides community education regarding general program.

**DISEASE PREVENTION:** Provides community education and assists in prevention of the spread of communicable disease and the prevention of chronic and disabling disease in the population served. Educates community members. Promotes and models healthy lifestyles. Supports science-based public health positions regarding disease prevention (immunizations) and healthy lifestyles. Assists in enforcement of public health laws and ordinances as applicable to the position.

**EMERGENCY PREPAREDNESS:** Carries out a role in public health emergency preparedness. Follows the guidance of the bio-emergency plan and the Incident Command System in public health emergencies. Trains and exercises in the assigned role. Heeds advice regarding personal preparedness to assure availability during an actual event. Attends local, regional and statewide meetings relating to public health and program area as needed.

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- Minimum Required High School Graduation, prefer bachelor's degree in a health or human service field
- Computer fluency
- DCI-FBI Background check is required
- Must be licensed driver
- Experience in community-based programming is preferred
- Care Coordination experience preferred
- Staff Supervisory Experience

**Certificates, Licenses, Registrations**

Serve-Safe Qualified within one year of employment

**MENTAL AND PHYSICAL COMPETENCIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

**Language Ability**

Ability to communicate fluently in the English language, and able to utilize translation applications or services as necessary. Ability to read, analyze, interpret, and follow contract language as it pertains to applicable programs. Ability to respond to common inquiries or complaints from clients, customers, regulatory agencies, or members of the business community. Ability to create documents and write reports as they apply to the programs served. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Mathematical Skills**

Basic mathematics required. Addition, Subtraction, Multiplication, and Division. Must be able to follow a recipe as prescribed by program, and be able to follow basic program budget.

**Cognitive Demands**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions. Ability to problem solve creatively. Must have ability to remain confidential and protect confidential information. Must have organizational capability to organize tasks, data, and delegation

of tasks. Must be fluent in computer use.

**Equipment Used**

Typical Office Equipment, including fluency with computers  
Typical commercial kitchen equipment  
Typical motor vehicle equipment (driving)

**Physical Demands**

Typical office, kitchen, congregate meal site, and delivery environment involving sitting, walking, occasional bending, talking, hearing, stooping, crouching, smelling, lifting, holding, and carrying objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with office and commercial kitchen work, driving and clerical, numerical and forms perception, clarity of vision 20" or less to view computer screens. And written communication and records. Peripheral vision, and depth perception to be able to drive, judge distances, and spatial relationships. Must have color vision. Uses eye/hand/foot coordination, hand and finger dexterity, motor coordination, hearing and conversation skills.

**Environmental Adaptability**

Work is performed in a variety of environments, including typical office, kitchen, senior center environment. No unusual long term exposure to environmental issues. Walks and drives in a variety of weather conditions. Works in a moderate noise office.

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I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee's Signature

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Date

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Department Head

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Date

**Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.**

**MARION COUNTY**

**APPLICATION FOR EMPLOYMENT**

If you need help to fill out this application form or for any phase of the employment process, please notify the person who gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time. Please complete all sides of the form. If more space is needed to complete any questions, use an extra sheet of paper. Print clearly; illegible applications will not be processed.

All qualified applications will receive consideration without unlawful discrimination because of race, creed, religion, color, sex, sexual orientation, gender identity, age, national origin or disability.

Last Name	First	Middle
Street Address	Are you at least 18 years of age? Yes _____ No _____	Do you have a legal right to work in the United State full-time? Yes _____ No _____
City/Town	State _____ Zip Code: _____	Telephone Number(s) ( ) ( )
Position you are applying for: (Maximum of 2) 1. 2.		Date Available:
		Email Address:
Have you ever been employed by Marion County? Yes _____ No _____ If yes, give dates you were employed:	Position	Reason for Leaving

List all of the formal education that you have completed. Use a separate sheet of paper if you need additional space.

Name/Location	Did You Graduate?	Major Subject
High School(s)	YES _____ NO _____ If no, list the highest level completed:	
College(s)	YES _____ NO _____ If no, list the highest level completed:	
Trade School(s)	YES _____ NO _____ If no, list the highest level completed:	

List employment starting with your most recent job during the past 10 years. Account for any time period that you were unemployed by stating the nature of your activities. Use back or separate sheet of paper if necessary.

Employer:  Telephone #: (    )	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer:  Telephone #: (    )	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer:  Telephone #: (    )	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer:  Telephone #: (    )	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
<b>May we contact your current employer?</b> Yes _____ No _____			

List any professional, trade groups, organizations, machinery/tools operated in past, or special skills that you consider relevant to your ability to perform this job:

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Were you in the Military? Yes \_\_\_\_\_ No \_\_\_\_\_ Branch: \_\_\_\_\_

Do you have any experience from your military service that would be relevant to the job(s) for which you are applying?

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a felony? (For purposes of this questions, convicted includes plead guilty, plead no contest or been given a deferred sentence of judgment.) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**Note:** A conviction will not automatically disqualify an applicant for a particular job and that the type and seriousness of the crime, the frequency of violations, the date of conviction, and the applicant's entire work and educational history will be considered.

Have you been given a job description or had the requirement of the job explained to you? Yes \_\_\_\_\_ No \_\_\_\_\_

Answer the questions in this box only if you have received a copy of the job description or had the requirements of the job thoroughly explained to you.

Do you understand the requirements? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you perform the requirement of this job with or without reasonable accommodations? Yes \_\_\_\_\_ No \_\_\_\_\_

If the job requires, do you have the appropriate valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

DL#: \_\_\_\_\_ Type: \_\_\_\_\_ State of License \_\_\_\_\_

Have you had any moving violations? Please describe:

Signature: (if signed at different time than below) \_\_\_\_\_ Date: (if different than below) \_\_\_\_\_

**I understand:**

That completing this application does not constitute an offer of employment.

That in connection with the application process, Marion County may conduct a background investigation and request information from my past employers, education institutions, personal references, and any public or private agencies that have issued me either a professional or vocational certification or license. I understand that such investigation may also include, but is not limited to, any criminal records and motor vehicle driving records. I have read Marion County's Applicant Background Checks and Employee Investigation Policy, which I fully understand and which indicates that if Marion County utilizes the services of a consumer reporting agency, the Company follows the provisions of the Fair Credit Reporting Act and will provide a notice to the applicant and request a separate Release of Information form from the applicant.

That I may be required to complete a medical history form and may be required to be examined by a medical professional designated by Marion County at the post-offer stage. I agree that Marion County shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to Marion County full and complete reports and records covering such examinations.

That use of illegal drugs is prohibited during employment and that I may be required to undergo and successfully pass a screening for alcohol and/or drugs that is included in a post-offer pre-employment physical examination. I also understand that, if employed, I may be required to submit to an alcohol or drug screening according to state law. I agree that Marion County shall be entitled to receive full and complete reports and records governing any alcohol or drug screening, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to this organization full and complete reports and records covering such examinations.

That if I sustain any injury or illness while in the employment of this organization, I agree that Marion County shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to Marion County full and complete reports and records covering such examinations, condition, care and treatment related to or resulting from the alleged illness or injury.

That if employment is obtained under this application, I will comply with all rules and policies of the organization. I agree to be responsible for the organization's property and equipment issued to me by the organization until returned by me. I agree to pay for property and equipment not returned, and authorize the organization to withhold an amount equal to the value of the property not returned by me from my final pay.

That this employment application and any other employee related documents are not contracts of employment and that Marion County follows an "employment at-will" policy that an individual who is hired may voluntarily leave employment or may be terminated by the employer at any time for any or no reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

That this application will be active for a period of 60 days; after that time, if I wish to be considered for employment, I must submit a new application.

**Smoking Ban Notice:**

Applicants for employment with Marion County are advised that smoking is banned by state law (Iowa Code Chapter 142D) on all Company grounds and in all Company facilities which includes motor vehicles and equipment. Applicants are further advised that their job duties may include entering into areas where smoking is not regulated and where smoking is occurring. (Iowa Code Section 142d.6(2))

I have provided complete and truthful information to Marion County regarding all sources of information about my past employment, education, licensure, certification, criminal conviction record, as well as any other information requested in the employment application, and have been fully informed that any misrepresentations or material omissions concerning such information will be grounds for denying my application, withdrawing any offer of employment, or immediate discharge.

I have carefully read all the statements regarding requests, authorizations, consents and releases and have voluntarily agreed to assist Marion County in evaluating my qualifications for employment and in meeting the business necessity of hiring honest, trustworthy, reliable and non-violent employees who do not pose a risk of serious harm in the workplace.

I understand that with the exception of any credit or investigative reports received under the Fair Credit Reporting Act, all information and documents generated, received or maintained by Marion County during, or as a result of, its investigation will be maintained as confidential information in Human Resources and Marion County will not release such information or documents to me.

\_\_\_\_\_  
Signature of Applicant:

\_\_\_\_\_  
Date:

## **NOTICE OF APPLICANT BACKGROUND CHECKS AND EMPLOYEE INVESTIGATIVE POLICY**

Marion County recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable and non-violent, and do not present a risk of serious harm to their co-employees or others. For purposes of furthering these concerns and interests, before hiring an individual, Marion County reserves the right to investigate the individual's prior employment history, personal references and educational background, as well as other relevant information that is reasonably available to Marion County. In hiring for certain positions, Marion County may review an applicant's credit report and criminal background, if any. Consistent with these practices, all job applicants will be asked to sign a provision form, request, authorization, consent and release of information to Marion County and release form liability for disclosure of information included in Marion County's application form. Consistent with legal requirements, Marion County reserves the right to exclude any applicant from consideration for employment, where the applicant refuses to sign the application form as requested.

In addition, Marion County may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise legitimate questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of co-employees or others. Employee investigations may, where appropriate, include credit reports and investigation of criminal records, including appropriate inquiries about any arrest for which the employee is out on bail. Employees subject to such investigations are required to reasonably cooperate with Marion County's lawful efforts to obtain relevant information, and may be disciplined up to and including discharge for failure to do so.

All employees are strongly encouraged to immediately report any incidents of potentially threatening, harmful or criminal behavior of co-employees, supervisors, customers, clients or visitors that may negatively affect the safety, security, productivity or financial interests of Marion County or its workplace to Human Resources.

Marion County's separate policies regarding Company Property, Security, Privacy and Searches, and its Drug-Free Workplace Policy, provide further information about Marion County's discretion to investigate employees and mandatory employee reporting obligations. After receiving an offer of employment, any job applicant who wishes to review these policies before deciding whether to accept employment may do so by contacting Human Resources.

**Marion County**

**CONFIDENTIAL INFORMATION**

Not for Interview Purposes – To Be Filled Separately From Application

Date: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Referral Source:

Advertisement     Employee     Relative     Walk-in     School  
 Government Employment Agency     Private Employment Agency

As required, we comply with government regulations including Affirmative Action obligations where they apply.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations, we ask that you complete this applicant survey. Your cooperation is appreciated.

Please be advised that your survey is not part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

(Please Check One)

1. American Indian or Alaskan Native: persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

2. White, not of Hispanic Origin: persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

3. Black, not of Hispanic Origin: persons having origins in any of the Black racial groups of Africa.

4. Asian, or Pacific Islander: persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

5. Hispanic: persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

6. Other: (please specify) \_\_\_\_\_

Male     Female     Age

**SPECIAL NOTICE TO VIETNAM ERA VETERANS, DISABLED VETERANS AND INDIVIDUALS WITH PHYSICAL OR MENTAL HANDICAPS OR DISABILITIES:**

Government contractors subject to the Vietnam Era Veterans, Readjustment Act of 1974 and the Rehabilitation Act of 1973 are required to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam war, and qualified handicapped individuals.

You are invited to volunteer this information, if you qualify, to assist in proper placement and determining reasonable accommodations. This information will be considered confidential, and refusal to provide this information will not adversely affect your consideration for employment.

IF YOU SO WISH TO BE IDENTIFIED, PLEASE CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE.

Vietnam War Veteran     Disabled Veteran     Handicapped Individual