

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, the Marion County website 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 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. 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