

JOB VACANCY ANNOUNCEMENT

Date of Posting: July 26, 2018

Job Title: PROGRAM MANAGER-MENTAL HEALTH
Disabilities Service Coordinator

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: Mental Health Program Manager
Disabilities Service Coordinator

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

Essential Functions and other details of the Job:

Program Coordination
Participant Care Coordination
Staff Supervision
Report Writing and Submission
Budget monitoring and planning
Compliance with program requirements
Community and Provider Education and Engagement

MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Bachelors or higher degree in human services-related or administrative-related field or Registered Nurse licensed in the State of Iowa with at least 2 years of experience with the population served.
- Computer fluency
- DCI 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