

## POSITION: Program Coordinator – Senior Services

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@UtahCounty.gov) ♦ <http://www.utahcounty.gov/jobs>

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

FULL TIME GRANT FUNDED POSITION

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Posting # 2020-0319ksa

### REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING GRADE: 510, Step A: \$25.58 – G: \$29.40 per hour / \$2,046.40 - \$2,352.00 Bi Weekly**  
Salary will be determined upon experience and or education

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: March 15, 2019**

**CLOSING DATE: March 29, 2019**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*  
**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

### JOB SUMMARY:

Under general direction of the Director – Health Department, performs supervisory, program coordinating, and aging services work in conjunction with an assigned senior services program such as the Senior Companion or Foster Grandparent Program.

### DUTIES INCLUDE:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Schedule and coordinate the work of program personnel; ensure work is completed accurately and efficiently; identify personnel concerns; observe program personnel performance and provide input for performance appraisals; provide input for staffing decisions related to the hiring and retention of program personnel.
- Assist in preparing budget for assigned program, monitor purchases and expenditures, provide input into priorities and allocation of funds.
- Assist in the preparation of grant applications and monitor assigned program to ensure compliance with grant stipulations and with federal, state, and county laws and regulations.
- Oversee and perform screening services to determine eligibility of volunteers and their appropriate placement; oversee the orientation process and coordinate monthly training; resolve personnel problems with volunteers, station staff and/or clients; assess effectiveness of volunteer at his/her assigned station in relation to program objectives and make necessary changes.
- Represent assigned program on behalf of the department to other public or private agencies; plan and implement a continuous program of public relations; oversee public outreach activities and presentations and the distribution of literature; serve as a resource for various public and private groups by providing information, technical assistance, and training.
- Develop short and long term goals for the program using needs assessment information and community input; consult with outside agencies in order to improve service delivery and share information; assist in the development and implementation of policies, procedures, and standards for providing services.

## **POSITION: Program Coordinator – Senior Services**

- Act as a liaison and prepare and issue reports and appropriate documents to meet the administrative and program needs specified by the sponsor, Advisory Council, and regional, state, and federal personnel; provide assistance to the Advisory Council and participate in discussions on plans, projects, policies, resource development, and problems affecting assigned program; coordinate sponsor's response to Advisory Council recommendations.
- Visit potential volunteers and/or clients in the home to set up volunteer placement and explain program including limitations as necessary.
- Maintain awareness of gerontological issues as well as current information on programs and services available to senior services; attend conferences, meetings, and training programs related to assigned program.

### **EVALUATION AND SELECTION FACTORS INCLUDE:**

Knowledge of issues related to aging

Knowledge of senior citizens and various community organizations and services

Skilled in reading, writing, and basic math; word processing and general software programs

Skilled in public speaking and interpersonal communication

Ability to maintain cooperative working relationships with those contacted in the course of work activities

Ability to effectively supervise others while maintaining own workload

Ability to analyze effectiveness of programs; maintain files, records, and reports; coordinate multiple tasks efficiently

### **REQUIREMENTS FOR EMPLOYMENT:**

#### **Required Education and Experience**

1. Bachelor's degree from an accredited college or university with course work in psychology, sociology, gerontology, or a closely related field.
2. Three (3) years of work experience as a community organizer.
3. Equivalent combinations of education and experience may also be considered.

#### **Preferred Education and Experience**

1. Preference may be given to applicants with experience working with seniors.
2. Preference may be given to applicants with lead or supervisory experience.

#### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.