

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 ♦ <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

POSITION: PROGRAM COORDINATOR – SENIOR SERVICES

Posting # 992020-0918ksa

FULL TIME GRANT FUNDED POSITION

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 SALARY: Step A: \$24.74 – Step G: \$28.43 hourly / \$1,979.38 - \$2,274.53 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: September 07, 2018

CLOSING DATE: September 21, 2018

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 Executive Director - Health, 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:

Schedules and coordinates the work of assigned personnel; ensures work is completed accurately and efficiently; identifies and resolves personnel concerns; evaluates performance and conducts performance appraisals; provides input for staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.

Assists in preparing the budget for assigned program, monitoring purchases and expenditures, determining priorities and allocation of funds, and in the preparation of grant applications; assists in monitoring assigned program to ensure compliance with grant stipulations and with federal, state, and county laws and regulations.

Oversees and performs screening services to determine eligibility of volunteers and their appropriate placement; oversees the orientation process and coordinates monthly training; resolves personnel problems with volunteers, station staff and/or clients; assesses effectiveness of volunteer at his/her assigned station in relation to program objectives and makes necessary changes.

Represents assigned program on behalf of the department to other public or private agencies; plans and implements a continuous program of public relations; oversees public outreach activities and presentations and the distribution of literature; serves as a resource for various public and private groups by providing information, technical assistance, and training.

Develops short and long term goals for the program using needs assessment information and community input; consults with outside agencies in order to improve service delivery and share information; assists in the development and implementation of policies, procedures, and standards for providing services.

Acts as a liaison and prepares and issues reports and appropriate documents to meet the administrative and program needs specified by the sponsor, Advisory Council, and regional, state, and federal personnel; provides assistance to the Advisory Council and participates in discussions on plans, projects, policies, resource development, and problems affecting assigned program; coordinates sponsor's response to Advisory Council recommendations.

Visits potential volunteers and/or clients in the home to set up volunteer placement and explain program including limitations as necessary.

Maintains awareness of gerontological issues as well as current information on programs and services available to senior services; attends conferences, meetings, and training programs related to assigned program

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: issues related to aging and senior citizens and various community organizations and services.

Skill in: reading, writing, and basic math; word processing and general software programs; public speaking and interpersonal communication.

Ability to: maintain cooperative working relationships with those contacted in the course of work activities; effectively supervise others while maintaining own workload; analyze effectiveness of programs; maintain files, records, and reports; coordinate multiple tasks efficiently.

REQUIREMENTS FOR EMPLOYMENT:

Bachelor degree from an accredited college or university with course work in psychology, sociology, gerontology, or a closely related field plus three (3) years of work experience as a community organizer. Equivalent combinations of education and experience may also be considered. Preference may be given to applicants with experience working with seniors.

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. **NO POSTMARKS OR RESUMES.** 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.