

POSITION: Assistant Program Coordinator – Senior Services

POSTING # 5633-1218ksa

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

FULL TIME GRANT FUNDED POSITION

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REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

GRADE: 506 Step A: \$20.08 – Step G: \$23.07 per hour / \$1,606.82 - \$1,846.25 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: December 13, 2018

CLOSING DATE: December 27, 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 Director – Health Department, performs 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. Provide training, coaching and input for performance appraisals.
- Provide input for program needs and budget development.
- Assist in monitoring compliance with grant stipulations and with federal, state, and county laws and regulations.
- Perform screening services to determine eligibility of volunteers and appropriate placement; oversee the orientation process and coordinate monthly training.
- Represent assigned program on behalf of the department to other public or private agencies; participate in 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.
- 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.
- Consult with outside agencies in order to improve service delivery and share information relevant to the development and implementation of policies, procedures, and standards for providing 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.

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 maintain files, records, and reports; coordinate multiple tasks efficiently

REQUIREMENTS FOR EMPLOYMENT:

Required Education and Experience

1. A minimum of two (2) years of work experience in a Senior Program.
2. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Associate degree from an accredited college or university with course work in psychology, sociology, gerontology, or a closely related field.
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.