



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Senior Nutrition Program Manager**
Schedule: **Full-Time with Benefits**
Department: **Aging Services**

Salary: **\$19.00 - \$20.00 per hour DOE**
Closing Date: **Open Until Filled**
Department Administrator: **Kim Thiel-Schaaf**

At a minimum, all qualified applicants must have:

Education/Experience/Training:

- Associate's or Bachelor's Degree in Restaurant/Kitchen Management, Culinary Arts, Business Management or related field preferred **and** five (5) years of experience in food service management, which include two (2) years of supervisory experience.
- **Or**, any equivalent combination of education and experience that equals eight (8) years of experience relevant to this position, which include two (2) years of supervisory experience.

Certifications:

- Valid driver's license issued by the State of Montana with clean driving record, required.
- ServSafe Management Certificate or ability to obtain within first three (3) months of employment, required.

JOB SUMMARY

The Senior Nutrition Program Manager (Manager) at the Cascade County Aging Services Department (Aging Services) is a senior leadership position that supports the Aging Services Director (Director) by managing, supervising and coordinating the activities and operations of the Senior Nutrition Division of Aging Services. The Manager has oversight of the Congregate and Home Delivered Nutrition Programs a/k/a Meals on Wheels (Programs) and their respective sub-programs and vendors in accordance with Federal Program Guidelines, State statutes and administrative rules and County policy. This position will function in a mid-management capacity with regard to the Programs personnel, to include, management support, guidance, training and evaluation of such personnel, monitoring and reporting performance deficiencies and policy violations to the Director, participating in and making recommendations with regard to employee discipline and corrective action activities and performance improvement plans. The Manager will also conduct compliance and monitoring visits at the Congregate Nutrition sites and oversee their menu planning to ensure adherence to all applicable Federal standards regarding the nutritional content of meals and how services are provided, including Centers that are under contract for service. This position will be responsible for recruiting, training and maintaining a volunteer roster for Meals on Wheels (MOW) to meet operational needs. The Manager contributes to a work environment that encourages positive staff morale, motivation, commitment and team building with employees, other County offices, departments and staff and performs other related duties as required or assigned to support Aging Services operational needs.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Supports the Director in supervising, planning, coordinating and directing all aspects of the Programs; Participates and functions as a productive and contributing member of the Aging Services team; Encourages and contributes to a work environment that encourages positive staff morale, motivation, commitment and team building with employees, other County offices, departments and staff; Assists in the general management, administration and implementation of ongoing activities related to Programs protocol and compliance issues and makes policy development recommendations related to Programs protocol and compliance issues with regard to internal new employee orientation, support staff training, personnel management decisions, budget preparation, grant and contract tracking; Functions in a mid-management capacity with regard to the Programs personnel, to include, management support, guidance, training and evaluation of such personnel, monitoring and reporting performance deficiencies and policy violations to the Director, participating in and making recommendations with regard to employee discipline and corrective action activities and performance improvement plans; Aids the Director in with the preparation and submission of grant requests for operational funding and to supplement mill funding; Ensures compliance with fiscal requirements and other legal rules and regulations for the Programs; Recruits, trains and maintains a volunteer roster for MOW to meet operational needs; Resolves employee and volunteer grievances for the Programs and for other employees as otherwise directed by the Director; Creates and maintains a high-performance environment characterized by positive leadership and strong team orientation; Assists the Director with the oversight of community planning and program development relating to Aging Services Programs; Supports the Director with the oversight of and competency of contractors and vendors and the management of the contractor/vendor relationship; Reviews and coordinates federal programs available to the County, assists in developing grants to secure federal assistance and provides for coordination and monitoring of grants received; Reviews proposed legislation; Implements reporting and control methods; Develops, maintains and updates various departmental standard operating procedures and policies; Practices and encourages workplace

safety and holds employees accountable to practice work place safety; Responds to complaints regarding program deficiencies and develops plans for correction; Ensures compliance with fiscal requirements and other legal rules and regulations; Establishes and maintains close working relationships with the Director, other Aging Services Managers, other County offices, departments, and staff and the general public; Communicates and interacts with individuals of varying and diverse backgrounds in a professional, courteous, non-judgmental and respectful manner while adhering to and complying with all applicable confidentiality policies, practices and procedures; Attends meetings and conferences, directs and serves on boards, commissions, committees and prepares and maintains necessary records and reports; Develops plans and schedules to meet unexpected situations and new developments; Reads, comprehends, and enforces Congregate sub-contract terms and conditions of Programs compliance; Adheres to standards of confidentiality with program or service participants, staff and or fiscal matters; Develops menus for Home Delivered Meals and approves menus for Congregate Meals in adherence to Senior Nutritional Standards. Thorough understands and adheres to health and food standards, including the principals of ServSafe; Maintains a current ServSafe Management Certification; Enforces sanitary practices for food handling, general cleanliness, and maintenance of kitchen areas; Ensures compliance with all environmental health standards; May work occasional nights and weekends as needed by management team; Performs other related duties as required or assigned to support Aging Services operational needs.

Knowledge and understanding of:

Supervisory principles and practices; Cascade County Human Resource policies and procedures; Writing, monitoring and administer grants; Principles and methods of program development, implementation, and promotion General social, economic and health needs of the aging and of available resources to meet those needs; County, state, and federal regulations regarding the programs, in particular the Older American Act Title III, Principals of ServSafe and safe food handling regulations, Nutritional Standards for Older Americans, Environmental Standards; Microsoft Office software, (Word, Excel, Outlook), State of Montana web-based databases for Senior Centers client usage reports; and internet; Safety rules, procedures and practices; Budget and inventory control of food and supply items; Sanitation and health practices for food preparation, storage and delivery; Organizing outreach functions and public relations.

Skills in:

Customer service; Typing, filing, data entry, advanced computer and organizational skills, use of office machines, word processing; Effective and professional written and verbal communication; Time management, accuracy, attention to detail and organization; Organization, accuracy and detail; Decision making and effective problem solving; Establishing and maintaining positive working relationships with other county departments, employees, Federal and State agencies, private agencies and the general public;

Ability to:

Plan, organize, prioritize, supervise and evaluate the work of professional, para-professional and clerical workers; Establish effective working relationships with other Aging Services staff, state agencies, other county departments, employees and the general public; Plan, organize and direct comprehensive programs for the aging; Assist with the preparation and submission of grants; Locate and obtain monetary sources and other assistance for the aging; Maintain time, cost and material records and prepares comprehensive reports; Establish effective working relationships with the Board of County Commissioners, Budget Officer, Human Resources Director, other County departments, employees, Federal and State agencies, private agencies and the general public; Communicate well with others in both technical and non-technical terms; Prepare accurate and reliable reports containing findings, recommendations and technical documentation; Operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties; Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; Perform a wide variety of supervisory and public relations tasks with accuracy and speed under the pressure of time-sensitive deadlines; Quickly learn and implement new skills and knowledge brought about by rapidly changing information and/or technology; Drive to meetings year-round within the state of Montana; Meet challenges with resourcefulness through original thinking and creativity; Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; Perform a wide variety of tasks with accuracy and speed under the pressure of time sensitive deadlines; Meet challenges with resourcefulness through original thinking and creativity; Monitor and evaluate services provided and service effectiveness; Perform other related duties as required or assigned to support Aging Services and Programs operational needs.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER