

NOTICE OF JOB OPENING

GRANT FUNDED POSITION

Posting Begins	October 7, 2021	Posting Ends	October 27, 2021
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Position Title	PROGRAM SPECIALIST
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Department	Area Agency on Aging	Division	
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	New Position	X	Full-time	40+	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	849 N 47 th St, Suite C
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BRIEF JOB DESCRIPTION: Responsible for the overall smooth operation of the Meals on Wheels program. This person will become familiar with all State and Federal mandates that guides Nutrition services, and ensure the program continually meets those guidelines. Responsible for the assessment and re-certification of Meals on Wheels clients who are required to meet state eligibility, and monthly tracking and reporting as required by the state. Works closely with the meal caterer and meal delivery entity in a continual collaboration to ensure the delivery of meals. Facilitate the nutrition needs identified by the Area Agency Aging for eligible seniors and ensure that meals are of a premium quality. Assist in the overall mission of nutrition services, which is helping older adults choosing to live independently in their own homes and community.

MINIMUM QUALIFICATIONS: Associate's Degree in gerontology, nursing, health, social work, counseling, human development, or family studies and one year of experience in the geriatric service field or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above; Bachelor's Degree is preferred. Knowledge of community resources, ability to communicate and work well with the public; and ability to travel locally on a daily basis or overnight to trainings as needed are also preferred. Valid Kansas Driver's License and use of a personal insured vehicle is required. Must have basic office computer and software knowledge.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$15.55-\$19.79/hr.	PI #	6004	Class. Code	1416
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Extend 10/14/2021

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY

EOE

The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.