

NOTICE OF JOB OPENING

Posting Begins	September 22, 2022	Posting Ends	October 5, 2022
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Position Title	PROGRAM SUPERVISOR
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Department	Health Department	Division	Community Health
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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	Health Department
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BRIEF JOB DESCRIPTION: The Unified Government Public Health Department is seeking a Program Supervisor for the AmeriCorps VISTA and newly awarded Public Health AmeriCorps Programs. AmeriCorps is the federal agency connecting individuals and organizations through service and volunteering to tackle the nation’s most pressing challenges. The Unified Government has been a proud AmeriCorps grantee for 8+ years. This position will manage both programs’ operations, the corresponding members and placement site staff, as well as the financials for each program. Specific duties include but are not limited to: people management (recruitment, selection, onboarding, separations, etc.) of 50+ members and 20+ sites; strategic planning; financial decisions of grant funding and UG resources; measure and report on evaluation and impact of programs; fulfill federal reporting requirements; and implement policies and procedures to make the program more efficient and effective.

MINIMUM QUALIFICATIONS: Bachelor’s Degree in Non-Profit Management, Public Health, Community Health, Social Work or a related field and five years of increasingly responsible related program experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as outlined above. Two years of experience in program management and operations and/or grant management preferred. AmeriCorps or Peace Corps experience preferred. Must Have and maintain a valid driver’s license. Must reside in Wyandotte County or be willing to relocate within 12 months of the date of hire.

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

Salary Range	\$4,608.94-\$6,290.27/mo.	PI #	6370	Class. Code	1418
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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

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

EOE