

NOTICE OF JOB VACANCY

DEPARTMENT: Human Services

DIVISION: Aging

TITLE: Community Svc Worker/Nutrition Program Manager

BRIEF DESCRIPTION OF POSITION: Eligible candidate to work a full-time, 7-hour workday, both in the office and in the field. Under direction from the Nutrition Program Director and Executive Director, candidate will be responsible for overseeing the day to day operations, implementation, and management of the Senior Nutrition Programs and Nutrition Education offered throughout Union County. In addition, the candidate will have the ability to directly supervise a team of Nutrition Program Coordinators while providing effective team development, encouragement, support, and guidance to meet departmental goals.

The Candidate will also provide assistance with NJ Supplemental Nutrition Assistance Program (SNAP) applications for older adults (60+) and individuals with disabilities (18+). Such services include, but are not limited to, information and assistance, information and assistance in the field (outreach), application assistance, and public awareness.

EDUCATION/EXPERIENCE:

- Bachelor's Degree from an accredited college/university in Nutritional Science/Dietetics, Public Administration, Social Work, Public Health, Community Organization, or Social Work-related field plus at least two (2) years' experience in related field
- Experience providing supervision or project management preferred
- Extremely organized, detail-oriented, skilled in time management, and patient
- Proficient in Microsoft Office Suite and adaptable to utilizing various databases and software
- Must have strong written and verbal communication skills
- Experience working with the aged and/or disabled population a plus
- Must have a valid NJ Driver's License and personal vehicle to travel throughout the county
- Must be able to lift and/or move up to 25 pounds
- Bilingual in Spanish and English preferred

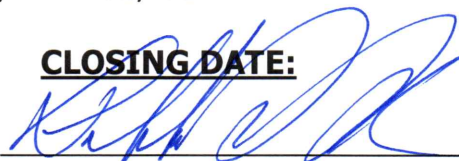
SALARY: \$37,707 - 55,793

ISSUE DATE: 01/29/2025

CLOSING DATE:

02/12/2025

AUTHORIZED SIGNATURE:



PRINT NAME: Debbie-Ann Anderson **TITLE:** Director, Dept. of Human Services

INTERESTED APPLICANTS MAY SEND RESUME TO: hsresumes@ucnj.org

UNION COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.