

POSITION: Chief - Community Wellness Division

GRADE: 10N

FLSA: Exempt

DATE: 1/1999; Revised 01/2006; 07/2007; 12/2009; title revised 7/2014; 7/2016

POSITION SUMMARY: Manages, supervises, and coordinates the daily operations of the County's community based programs provided to the adult population; administers senior nutrition programs, health promotion programs in accordance with state and federal guidelines; oversees the Healthy Lifestyle Fitness Center; oversees all evidence based programming, ensuring compliance with each program regulation; oversees all state and federal program monitoring; explores funding opportunities and coordinates needs assessments/studies related to the development of a multi-use community center and the creation of a strategic plan for the Aging population; performs other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Oversees the daily operations of DCS community based programs, including the Elkton Center, Congregate Meal Program, Home Delivered Meal Program, Healthy Options Program, Health Promotion Disease Prevention Program;
 2. Oversees all evidence based programming to include Living Well Programs, S.A.I.L., exercise programs, etc, ensuring program fidelity;
 3. Oversees and ensures all state and federal programs are administered correctly within program guidelines;
 4. Oversees the daily operations and program development of the Healthy Lifestyles Fitness Center and staff, including the Tai Chi for Arthritis Program, Tai Chi: Moving for Better Balance Program, and Life Beyond Cancer Fitness Program, ensuring that all program requirements are met and all certifications are up to date;
 5. Facilitate the development of a strategic plan/needs assessment addressing current needs of the aging population related to health, transportation, recreation, housing, etc.;
 6. Oversees the development of a county-wide, multi-use community center conceptualization model which includes exploration of funding to determine feasibility, design, and scope of project;
 7. Oversees the planning and coordination of community-wide, Department-sponsored health and wellness events, trainings, symposiums and expos;
 8. Explores and establishes community and state-wide partnerships to develop and enhance Community-based Health and Wellness programs and services;
 9. Promotes and educates the local community about program goals, objectives, and services;
 10. Reviews and renews annual contracts for programs and services;
 11. Oversees grant writing process and expenditure of funds obtained from grants;
 12. Oversees creation of annual division budget and manages program spending within state and County policies;
 13. Coordinates and serves as a liaison with other community agencies, businesses and services;
 14. Develops and implements programs and services to meet areas of need;
 15. Performs all other duties as instructed and assigned.
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of assigned programs, their missions, and associated activities and operations;
2. Knowledge of program evaluation, modeling, planning, and budget analysis;
3. Ability to supervise, train, and evaluate the work of assigned staff and volunteers;
4. Ability to observe and interpret complex federal rules, regulations, policy and procedures;
5. Ability to communicate effectively both verbally and in writing;
6. Ability to establish effective working relationships with staff, clients, community agencies, and businesses;
7. Ability to prepare reports as required;
8. Proficiency with computer operations to include Microsoft Office and other related software;
9. Ability to maintain confidentiality;
10. Thorough knowledge of the community, civil, professional, fraternal/social organizations and other resources available to facilitate program goals;

11. Willingness to perform home site visits and to work evening hours as necessary.

REQUIRED EDUCATION AND EXPERIENCE:

1. Bachelor's Degree in Social Work, Human Services, Business or a related field from an accredited college or university;
2. Three (3) or more years of experience in Human Services or a related field;
3. One (1) or more years of supervisory experience or an equivalent combination of training, education and experience;
4. One (1) year experience writing and managing grants;
5. Valid Driver's License

PHYSICAL AND ENVIRONMENTAL CONDITIONS: Work requires no unusual demand for physical effort.

The work environment involves everyday risks of discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

The above job description is not intended, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.