



Waukesha County

Nutrition & Transportation Services Supervisor

SALARY	\$38.31 - \$50.66 Hourly	LOCATION	Waukesha, WI
JOB TYPE	Full-time	JOB NUMBER	NutTransSvsSup 12/20/23
DEPARTMENT	Health & Human Services Department	OPENING DATE	12/20/2023

Description

Waukesha County is seeking a dynamic supervisor to assist with the coordination, planning and administration of the Older Americans Act Nutrition and Health Promotions programs for older adults as well as the Specialized Transportation program within Waukesha County. As a member of the Aging and Disability Resource Center (ADRC) this position provides operational oversight for Waukesha County's seven congregate dining sites as well as the robust home delivered meal program. Additionally, the Nutrition and Transportation Supervisor, serves as the liaison between the ADRC and our community transportation providers. With two new pilot programs on the way, we have an opportunity for the right person to truly make a difference in the lives of the people we serve.

Waukesha County offers a comprehensive compensation and benefits package including excellent health/dental/vision, life insurance, generous paid time off (vacation, 9 holidays, 3 floating holidays, ample accrued sick time that rolls over each year), an exceptional pension plan with employer match and lifetime retirement payment plus an optional tax advantaged 457 retirement savings plan. Amongst many other benefits, employees are recognized and valued through a pay for performance system. Successful candidates will be eligible for performance-based merit increases and non-base performance awards.

Employee well-being is promoted through a balanced work-life culture and through an exceptional employee wellness program that offers a variety of programs and tools to help promote an employee's wellness and health, including an on-site health & wellness clinic.

Prior to hiring, the successful candidate will be subject to work/education/certification reference(s) verification, a criminal background and driver's license check.

Example of Duties

Under direction, to coordinate, plan, and administer the Older Americans Act Nutrition Program for older adults and the Specialized Transportation program for Waukesha County citizens; to provide supervision and direction to staff; and to perform other duties as requires.

1. Plans, coordinates, and administers nutrition, health care services, and health and wellness promotion for senior clients.

2. Administers the congregate and home-delivered meal programs at the various centers, and ensures compliance with state and federal program requirements.
3. Develops and administers uniform policies, procedures, and loss control/risk management standards.
4. Plans, monitors, and evaluates current and long-range senior dining and transportation plans and programs; recommends and implements required program changes; and develops and implements new service programs.
5. Selects, trains, assigns, supervises, and evaluates staff and handles any personnel problems.
6. Participates in the development and evaluation of requests for proposals; participates in the development of the contract and monitors the delivery of contracted services.
7. Researches funding alternatives, prepares grant proposals, administers grants, and assists in the preparation and submission of required fiscal and program reports.
8. Participates in the preparation of the division budget, monitors and implements approved expenditures.
9. Reviews and approves requests for nutrition services and transportation services.
10. Prepares and provides statistical and operational information on programs to County, State and other agencies.
11. Represents the department at meetings of ADRC Advisory Board, committees, community organizations, and other groups.
12. Establishes and maintains effective working relationships with program participants, staff, volunteers, vendors, social service and government agencies, community groups, and the public.
13. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of human services, community agencies, community resources, and the role and function of the department within the community.
2. Comprehensive knowledge of state and federal rules and regulations covering Older Americans Act and the operation of nutrition and health programs.
3. Comprehensive knowledge of food service delivery and handling practices and procedures, including sanitation and health precautions.
4. Considerable knowledge of the Wisconsin Department of Transportation Specialized Transportation Program.
5. Considerable knowledge of nutritional needs and deficiencies of older adults.
6. Considerable knowledge of administrative and supervisory principles and practices.
7. Working knowledge of electronic health record, computer systems and tracking software.
8. Working knowledge of Wisconsin Department of Transportation's mobility management principles.
9. Working knowledge of evidence-based health promotion programs and other health promotion and prevention programming under the Older Americans Act.
10. Ability to plan, organize, assign, and direct work including staff at decentralized locations.
11. Ability to communicate effectively both verbally and in writing.
12. Ability to maintain accurate and detailed records, and to prepare clear, concise and accurate oral and written reports.
13. Ability to establish and maintain effective working relationships with program participants, staff, volunteers, vendors, social service and government agencies, community groups, and the public.
14. Ability to track, compile, and analyze program information and make appropriate recommendations or program changes.
15. Ability to identify program tasks appropriate for volunteer staff to perform.
16. Ability to resolve concerns and make decisions requiring independent judgment and discretion.
17. Ability to conduct and coordinate effective aging seminars, training sessions, and informational and/or educational meetings for a variety of audiences.
18. Ability to effectively interact with sensitivity with persons from a diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Minimum Qualifications

You must meet these minimum Training and Experience requirements:

1. Bachelor's degree from a recognized college or university in nutrition or, dietetics.
2. Two (2) years of responsible work experience in management or administration of nutrition or community health programs or a closely related area and preferably in a supervisory capacity.

3. Registration as a dietitian from the Academy of Nutrition and Dietetics, or certification from the State of Wisconsin.

Supplemental Information

About Us:

Waukesha County prides itself on operating in a business-like manner and is recognized as a leader delivering high quality services with competence and skill. With our vision of "Leading the Way", we value teamwork and collaboration, ethics and diversity, communication, efficiency and cost savings, innovation, and the wellbeing of our staff and the citizens we serve. Employees are provided professional development opportunities and encouragement to learn and practice continuous improvement and LEAN principles as we regularly ask ourselves "Is there a better way?"

Location:

Located in the City of Waukesha, our campus offers an on-site café and fitness center, free parking, and easy access to interstate highway systems. Waukesha County offers a perfect blend of urban and rural living where one can enjoy the benefits of quiet rural lake communities or opt for nearby attractions that the greater Milwaukee area offers including vast beach and park systems, public markets, performing arts, music festivals, and sports including the Milwaukee Admirals, Brewers, Bucks, Wave, Marquette University Golden Eagles and the UW-Milwaukee Panthers Basketball programs.

EEO/AA:

Waukesha County is committed to equal opportunity and nondiscrimination in employment and adheres to all Federal, State and County Equal Employment Opportunity laws, policies, plans, rules, regulations and ordinances. The County recognizes and accepts its important leadership role in providing for equal employment/service opportunities for minorities, women, and persons with disabilities. It is the express policy of Waukesha County to promote equal employment opportunity among all who are employed by Waukesha County and who seek employment with Waukesha County.

For further information visit: <https://www.waukeshacounty.gov>

The County does not sponsor applicants for work visas.
Applicants must be currently authorized to work in the United States on a full-time basis.

Agency

Waukesha County

Address

515 W. Moreland Blvd.
AC Room 160
Waukesha, Wisconsin, 53188

Phone

262-548-7044

Website

<https://www.waukeshacounty.gov/jobs>

Nutrition & Transportation Services Supervisor Supplemental Questionnaire

*QUESTION 1

Do you have a bachelor's degree from a recognized college or university in nutrition or, dietetics?

- Yes
 No

*QUESTION 2

Do you have at least two (2) years of responsible work experience in management or administration of nutrition or community health programs or a closely related area? Preferably in a supervisory capacity.

Yes

No

***QUESTION 3**

Do you have registration as a dietitian from the Academy of Nutrition and Dietetics, or certification from the State of Wisconsin?

Yes

No

***QUESTION 4**

Describe any experience you have in a supervisory role.

***QUESTION 5**

Describe any experience you have reviewing and monitoring contract compliance.

***QUESTION 6**

Describe how justice, equity, diversity, and inclusion relate to the position you have applied for.

* Required Question