



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street , Unit 21
Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Schuyler County Job Opening Health Information Coordinator Office for the Aging

LAST DATE TO FILE: Applications accepted until position is filled.

HOURLY RATE: \$24.18/hour (2023 hourly rate); \$25.13 (2024 hourly rate)

HOW TO APPLY: Applicants must submit a Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office. Applications **WILL** be accepted via email or fax. You may include a resume with your application; however, **you may NOT substitute “See Resume”** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**

VACANCY: At the present time, there is one full-time (35 hour/week) **provisional** opening in the Schuyler County Office for the Aging. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

JOB DESCRIPTION: This position involves responsibility for implementing a comprehensive nutrition education program. The incumbent provides nutritional information and education to individuals on proper nutrition habits and prevention of nutrition related problems. The work is performed under direct supervision of Director of the Office for the Aging with leeway provided for the use of professional judgment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Coordinate, facilitate and manage the SHINE (SNAP-ED) grant program;
- Travel between the assigned counties of Schuyler, Chemung and Steuben;
- Plan, schedule and teach the prescribed evidence-based classes as required;
- Search out educational venues such as congregate meal sites, Facebook Live, YouTube and other available options for direct education classes;
- Create, plan, schedule and manage indirect education such as Healthy Eating Resource Fairs
- Plan, schedule and manage Policy, System and Environmental activities such as a food box distribution;
- Assist with creating supply list;
- Assist in creating advertising for the classes;
- Responsible to reach and engage low-income older adults;
- Collect required client data from each class and enter into the client database;

Establish collaborative partnerships with organizations to ensure resources that increase nutrition awareness and food access;
Assist in planning the SHINE program budget;
Participate in SHINE (SNAP-Ed) training and meetings, both local and regional;
Create reports locally and for the state/grantor;
Prepares a variety of records and reports related to the work:
Assist with other duties as assigned.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's Degree in nutrition, dietetics, nursing, public health, secondary education, or adult education; or
- B. Possession of an Associate's Degree in nutrition, dietetics, nursing, public health, secondary education, or adult education and three years of experience in a nutrition or closely related program; or
- C. An equivalent combination of training and experience as defined by the limits of A or B above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Applications and announcements are available at www.schuylercounty.us or the
Schuyler County Civil Service Office
105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

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