



HEAD START/EARLY HEAD START HEALTH-NUTRITION COORDINATOR (SUPERVISORY)

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at www.seta.net.



We are looking for a Head Start/Early Head Start Health-Nutrition Coordinator (Supervisory) to provide development and evaluation of health, nutrition and safety programs provided by the grantee and delegate agency operated Head Start/Early Head Start programs in the area served by the Sacramento Employment and Training Agency.

Position Summary: Under general direction, this position coordinates and supervises the delivery and compliance of health and nutrition services for the Head Start/Early Head Start program, including federal, state and local regulations, policies and procedures; provides training and technical assistance on health, nutrition, safe environments services and standards. Responsibilities include program development, monitoring, evaluation health and nutrition services in the SETA operated program, its delegate agencies and partners, and the Child and Adult Care Food Program.



Starting Salary: Tier I is \$28.17 per hour; Tier II is \$34.37 per hour.

Benefits:

Medical Benefits (6 plans to choose from)

Pension (mandatory contribution required)

Dental Benefits

Retirement Health Savings Accounts and 457 plans

Life Insurance

Paid Holidays

Vision Insurance

Paid Vacation

Educational Reimbursement: up to \$1500 annually

Paid Sick Leave

Access to the Public Employee Student Loan Forgiveness Program

Regional Transit Monthly Pass Reimbursement

Paid Jury Duty

Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Tier I -- At least five (5) years of work experience in public health or related field, preferably including experience in providing and/or coordinating public health services and dealing with the health, nutrition and safety programs and concerns of young children and their families. A Bachelor's degree in public health, nursing, nutrition and/or related fields is required. At least two years of this experience should be in a supervisory position.

OR

Tier II – At least three (3) years of work experience in public health or related field, preferably including experience in providing and/or coordinating public health services and dealing with the health, nutrition and safety programs and concerns of young children and their families. A Master's degree, license and/or certification in public health, nursing, nutrition and/or related fields is required. At least one year of this experience should be in a supervisory position.



SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least two (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

HOW TO APPLY:

This is an OPEN examination. Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application or transfer form must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>. **Copies of all degrees, permits, and credentials must be attached to the application.**

***Due to COVID-19, the recruitment for this position may be a virtual recruitment, meaning exams, and interviews will utilize electronic mediums such as video conferencing.**

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check, and provide copies of immunization records for MMR, TDAP and flu (or flu waiver).

POSTING DATE: Monday, July 19, 2021

FINAL FILING DATE: Thursday, Friday, July 30, 2021 by 5 p.m.

SETA will not accept applications electronically submitted after the 5 p.m. deadline.

SETA is an Equal Opportunity Employer

