



## Employment Opportunity

**Position:** **Health Services Consultant 4 - Nutrition, Physical Activity, and Obesity Prevention Program Manager**

**Division:** Community and Family Health Division – Community Wellness & Prevention, Chronic Disease Prevention Unit

**Location:** Tumwater, Washington

**Opens:** May 6, 2010

**Closes:** **May 20, 2010**

**Salary:** \$4,322 to \$5,668 Monthly, DOQ (Range 60)

**Recruitment #:** **DOH 1092 – CL**

There is one opening for the Nutrition, Physical Activity, and Obesity Prevention Program Manager within the Community and Family Health Division. To learn more about the Nutrition, Physical Activity and Obesity Prevention Program, visit [www.doh.wa.gov/cfh/nutritionpa](http://www.doh.wa.gov/cfh/nutritionpa).

### Agency Profile

DOH works with federal, state, and local partners to help people in Washington stay healthy and safe. Our programs and services help prevent illness and injury, promote healthy places to live and work, provide education to help people make good health decisions and ensure our state is prepared for emergencies. DOH recognizes that employees are our most valuable resource. We trust them to be innovative, challenge existing processes, and make the best decisions. We strive to hire, develop, and retain a competent and diverse workforce. To learn more about DOH, visit <http://www.doh.wa.gov>.

### Primary Duties

This supervisory position serves as the designated department expert to inform and educate state policy makers, program administrators, and the public about the importance of prevention, diagnosis, and management of obesity and related risk factors of nutrition and physical activity associated with chronic disease. The position includes program and budget development, grant writing, staff and contract management, community partnership development and strong leadership skills to influence policy and environmental change.

## **Required Qualifications**

- Masters Degree in public health or health related field.
- Five (5) or more years of experience managing a health services program.
- Five (5) or more years of experience supervising staff.
- Three (3) or more years of experience developing and implementing policies regarding health, nutrition, or healthy lifestyle changes.
- Intermediate level experience using in Microsoft Word.
- Microsoft Outlook experience composing, sending, and responding to electronic mail and utilizing e-mail program functions to coordinate schedules and schedule meetings.

## **Desired Qualifications**

- Bachelors or Masters degree in nutrition or physical activity related field.

### ***The DOH is interested in applicants who have demonstrated experience in the following competencies:***

Communication – Demonstrates ability to effectively give and receive information both orally and in writing to diverse audiences

Customer Service Oriented – Develops and maintains effective working relationships with partners and stakeholders

Workload Management – Effectively organize multiple assignments, sometimes of a complex nature or involving competing priorities, to produce work products that are accurate, thorough, and on time

Coaching and Mentoring – Actively partner with staff and co-workers to provide them with information, technique, instruction, feedback and encouragement to maximize their success on the job.

Performance Leadership – Create and nurture a performance-based culture that supports efforts to accomplish the organizational mission and goals.

Adaptability/Flexibility – Adapts easily to changing business needs, conditions and work responsibilities; adapts approach, goals and methods to achieve successful solutions and results in dynamic situations.

## **Conditions of Employment**

- Willing and able to occasionally work in excess of 40 hours per week to meet program needs and critical deadlines.

- Willing and able to travel within Washington State and nationwide, including overnight stays, to meet program needs.
- Willing and able to use computer approximately 50% of the work time.

## **Application Process**

Individuals interested in applying for this position should submit the following to [recruitment@doh.wa.gov](mailto:recruitment@doh.wa.gov). Please make reference to the recruitment number in the "Subject Line" of your E-mail submission. Application evaluation will be ongoing, and it will be to the applicant's advantage to submit materials as soon as possible. Only electronic submissions will be accepted.

1. A current [DOH Job Application](#), and
2. A letter of interest that addresses the required and desired qualifications, as stated above.
3. A list of three professional references. Please include at least one supervisor, peer, and if you've supervised other staff, subordinate.
4. Responses to the Questionnaire below.

**NOTE: *Electronic applications do not require a signature.*** When submitted electronically, you are confirming that all information is true and complete.

## **Questionnaire**

In a separate document, please respond to the following questions. Number your responses to correspond to the questions below. **Only applicants who follow the directions and complete the Application Process and Questionnaire in full will have their responses reviewed for consideration.**

**NOTE: Education and experience listed and/or detailed below, must be verifiable on the application form submitted.**

1. All responses and statements on this application and any other materials I have submitted to apply for this position are true and complete to the best of my knowledge; and I understand that the state may verify this information and any untruthful or misleading responses are cause for rejection of this application or dismissal if employed.

**YES**

**NO**

2. Are you a permanent Washington State Employee who has been laid off due to budget constraints?

**YES**

**NO**

If yes, please list agency, position, date of layoff, and provide a copy of your Layoff Letter.

### **Conditions of Employment**

3. Are you willing and able to occasionally work in excess of 40 hrs per week to meet program needs and critical deadlines?

**YES**

**NO**

4. Are you willing and able to travel statewide and nationally to meet program needs?

**YES**

**NO**

5. Are you willing and able to spend a minimum of 50% of the work time at a personal computer?

**YES**

**NO**

### **Education**

6. Do you have a Master's degree in Public Health or a health related field?

**YES**

**NO**

If yes, list degree, awarding institution, and year obtained.

### **Experience**

7. Do you have five (5) or more years of experience managing a health services program?

**YES**

**NO**

If yes, **DESCRIBE** your five (5) or more years of experience managing a health services program. In your description, include your position, employer, and months of experience for each position listed.

\_\_\_\_\_ Total Months of Experience Described

8. Do you have five (5) or more years of experience supervising a staff?

**YES**                      **NO**

If yes, **LIST** your five (5) or more years of experience supervising staff. Include your position, employer, number of staff supervised and their position titles, and months of experience for each position listed.

\_\_\_\_\_ Total Months of Experience Listed

9. Do you have three (3) or more years of experience developing and implementing policies regarding health, nutrition, or healthy lifestyle changes?

**YES**                      **NO**

If yes, **DESCRIBE** your three (3) or more years of experience developing and implementing policies regarding health, nutrition, or healthy lifestyle changes. In your description, include your position, employer, and months of experience for each position described.

\_\_\_\_\_ Total Months of Experience Described

10. Do you have intermediate level experience using Microsoft Word? Intermediate level experience is defined as the use of Microsoft Word to create, format, and edit tables, columns, and charts. Import data, sort table data, and perform calculations in tables. Insert and format sections, create headers and footers, and work with pictures and draw objects.

**YES**                      **NO**

If yes, which of the following best describes your intermediate level MS Word experience? (**SELECT ONE**)

- a. I have less than 2 years of experience.

- b. I have less than 2 years of experience and I have taken at one or more training courses in MS Word.
- c. I have between 2 and 5 years of experience.
- d. I have between 2 and 5 years of experience and I have taken one or more courses in MS Word.
- e. I have more than 5 years of experience.
- f. I have more than 5 years of experience and I have take at one or more courses in MS Word.

11. Do you have Microsoft Outlook experience composing, sending, and responding to electronic mail and utilizing e-mail program functions to coordinate schedules and schedule meetings?

**YES**

**NO**

If yes, which of the following best describes your intermediate level MS Word experience? **(SELECT ONE)**

- a. I have less than 1 year of experience.
- b. I have less than 1 years of experience and I have taken at one or more training courses in MS Outlook.
- c. I have between 1 and 2 years of experience.
- d. I have between 1 and 2 years of experience and I have taken one or more courses in MS Outlook.
- e. I have more than 3 years of experience.
- f. I have more than 3 years of experience and I have take at one or more courses in MS Outlook.

The Department of Health is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans, and people of all sexual orientations and gender identities are encouraged to apply. Applicants wishing assistance or alternative formats in the process should contact Linda Riggle at (360) 236-4226, [Linda.Riggle@doh.wa.gov](mailto:Linda.Riggle@doh.wa.gov), or TDD Relay at 1-800-833-6388.