



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: **Public Health & Social Services** | Position: **Community Services Manager**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full Time**

Full Salary Range: **Grade 126: \$6,180 - \$8,312/mo.**

Posting Opens: **January 23, 2023**

Posting Closes: **Open Until Filled**

DEPARTMENT / OFFICE

This position is with the Public Health & Social Services Department, Social & Community Services Division, located at 360 NW North St., Chehalis, WA 98532

POSITION SUMMARY

Under general supervision, plans and manages programs including communicable disease prevention, maternal and child health, and community health assessment to impact the health of Lewis County. Ensures compliance of program activities with state and federal laws, and County code, policies and procedures. Analyzes data; recommends and implements program efficiencies; provides subject matter expertise; and collaborates with a wide range of agencies, internal departments and leadership, partners, clients, and community members.

HOW TO APPLY

Application materials and job description are available online at: <https://jobs.lewiscountywa.gov/>

Lewis County accepts no responsibility for completeness of applications or loss or damage of data. Application materials received by Lewis County become the property of the County.

WHO MAY APPLY

This recruitment is open to any qualified **applicant** who meets the minimum qualifications and can perform the

essential functions, with or without accommodations, and possesses the knowledge, skills and abilities as identified in the job description.

APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

Note: ALL sections of the application must be complete. "See resume" is not acceptable.

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

MINIMUM REQUIREMENTS

- ▶ Bachelor's Degree in Public Health, Biological Science, Nursing, Chemistry, Mathematics, or related science field; AND
- ▶ Five (5) years' experience in public health programs; Or, a Master's Degree in public health or related field with less than (5) years' experience.
- ▶ Valid Driver's License
- ▶ May be required to pass criminal background check
- ▶ Proof of eligibility to work in the United States
- ▶ Ability to speak, read, and write the English language effectively
- ▶ Additional technical certifications may be required.

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at 360-740-1408 or 740-1480 TTY.