



Lewis County Employment Opportunity

Department: Public Health & Social Services | Position: Site Leader - Olequa

Who May Apply: Any Qualified Applicant

Employment Status: Regular Part Time (32.5 hours/wk)

Salary Range: Grade 16 \$17.58/hr. - \$23.65/hr.

Posting Opens: 02/23/2017

Posting Closes: 03/06/2017 at 4:00 p.m.

DEPARTMENT / OFFICE

This position is with the Public Health & Social Services Department, Senior Services Program, located at: 119 SW Kerron Ave., Winlock.

POSITION SUMMARY

Under general supervision, coordinates Senior Services meals, recreational programs, and social enrichment activities at the Olequa Senior Center; assists guests, provides customer services, and ensures that safe and appropriate services are provided for the senior citizens in the community.

This position supervises and coordinates the day to day operation of the Winlock senior center, including congregate meal site, delivery of meals to homebound meal clients, and planning and coordinating enrichment activities.

HOW TO APPLY

Application materials and job description are available online at www.lewiscountywa.gov/jobs or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

Lewis County Public Health Building
360 NW North St.
Chehalis, WA 98532
Or

Lewis County Human Resources
351 NW North St.
Chehalis, WA 98532

Application packets may be requested by calling (360)740-1408.

Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. 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.

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

All application materials must be received by Public Health & Social Services by 4:00 of the closing date of this posting.

Applications may be faxed to 360-740-1145 or emailed to Sandra.Andrus@lewiscountywa.gov providing a signed hard copy follows within 5 business days. *If applying online, no hard copies are necessary.*

MINIMUM REQUIREMENTS

- ▶ High School Diploma or G.E.D. equivalent AND
 - ▶ One (1) year of customer service experience
 - ▶ Valid Drivers License
 - ▶ Food Worker Card from Washington State Department of Health
 - ▶ 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
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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.