



## ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE • Suite 345 • Blaine, MN 55434  
Phone 763-783-4747 • FAX 763-783-4700 • Website: [www.accap.org](http://www.accap.org)

### JOB DESCRIPTION

**Position Title:** Lead Program Specialist – Health

**FLSA:** Non-Exempt

**Class Title:** Program Coordinator I

**Range:** 3

**Reports to:** Health Coordinator

#### Position Requirements:

**Education and Experience:** One (1) year certificate from college or technical school; six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.

**Licenses Required:** None.

**Certifications Required:** Certification (or willingness to obtain) in: First Aid and CPR.

**Background Investigation Required:** BI through the Bureau of Criminal Apprehension and search on NSOPW.

**Knowledge:** Knowledge of Health Services.

**Abilities:** Ability to follow oral and written instructions and maintain appropriate records.

**Skills:** Accuracy, detail orientated, typing, computer, filing, phone and organizational skills; excellent verbal and written communication skills; general office, math and record keeping skills.

#### Duties and Responsibilities:

Provide monitoring and review of components of the Child and Adult Care Food Program throughout the school year. Assist with the CACFP Management Plan. Assure catering contracts are negotiated and signed. Conduct Health Services screenings in conjunction with contracted services. Monitor Health and Safety checks and provide follow-up. Respond to classroom health needs and issues. Participate in and help plan Health Advisory Committee and Health Fair. Assist in planning and implementation of staff training. Serve as co-chair of the Crisis Team, assisting with scheduling and planning of drills and updates of plan. Assist and support health team. Performs other related duties as assigned.

#### Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair or standing for extended periods of time, repetitive upper body movement including twisting, turning, and utilizing arms, hands, and fingers on phone system, keyboarding, and sorting mail, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees throughout building.

Posting Date: 10/21/22

Location: Coon Rapids, MN

Closing Date: Until Filled

Supervisor: L. Rothi

Status: Permanent/FT

Starting Salary: \$14.90 - \$16.39/hr DOQ

Benefits: Vacation, Sick, Holiday, Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement w/match.

To receive an employment application, go to [www.accap.org/accapcareers](http://www.accap.org/accapcareers)