

Nevada Job Order Bulletin Board Print Document

Job Order: 462380

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Job Title: **Program Service Specialist**

Type of Job:

Job Time Type: **Full Time (30 Hours or More)**

Job Description:

POSITION: Program Service Specialist for a nonprofit agency. Immediate Opening!

SCHEDULE: Full-time regular; 40 hours per week; Some weekends and evenings may be required.

LOCATION: Reno, NV 89503.

SALARY: \$17.00 - \$19.00 per hour depending on experience plus medical benefits.

PLEASE NOTE:

To apply for this position, you must visit a Nevada JobConnect office for a referral, and please bring a current resume. Please be prepared to complete company paper application, and bring a valid picture ID as you will be tested for typing skills (minimum of 35 wpm) and computer literacy (MS Word, Excel, and PowerPoint) by Nevada Job Connect staff prior to interview.

MINIMUM REQUIREMENTS:

1. - AA Degree with one year of experience in community health programming or community education. Experience in office management, data entry, nonprofits, and health-related community programs preferred.
2. - With no experience, Bachelor's degree in Public Health, Social Work, Family Studies or other related field required.
3. - Technical Expertise in MS Office: Word, Excel, and PowerPoint, Office Email. Computer: Spreadsheet, word processing, database management, website and social media updates, typing speed minimum of 35 WPM. Office Equipment: Fax machine, photocopiers, phone systems, videoconferencing, and general office equipment.
4. - Ability to communicate effectively both verbally and in writing with staff, clients, employees and public. Strong public speaking skills required.
5. - Analytical and problem-solving skills. Bilingual in English and Spanish is a plus.
6. - Ability to follow oral and written instructions.
7. - Ability to recruit and train volunteers as needed.
8. - Strong interpersonal, management, and team/partnership building skills.
9. - Valid Nevada driver's license, proof of insurance, and reliable vehicle; local mileage reimbursed at the current government rates.
10. - Employer conducts background check and drug test.

JOB SUMMARY:

Provide program support to all agency programs. Will serve in a generalist capacity and perform a variety of program support/program-specific duties. Assignments are varied, depending on the program being supported. The Program Service Specialist has the latitude to select the most appropriate methods and tools to get the job done within established administrative guidelines, regulations or instructions.

1. - Receive and process calls and requests for program services; assess the information provided and make initial determination what program(s) the consumer should be referred based upon established criteria and requirements of programs being offered.

2. - Assist in editing and producing a variety of materials such as brochures, newsletters, flyers, presentations, charts, graphs, instructional materials, convert documents for Internet usage and maintain Web hyperlinks as assigned.

3. - Assist in advising individuals and small groups of consumers to provide standard and routine intake information requirements, assist consumers in completing various forms to participate in programs.

4. - Schedule appointments for Non-Medical Manager.
5. - Assist with teaching a Drug Prevention Program for Youth.
6. - Database entry.
7. - Assist the Program Director as needed.
8. - Other duties as assigned.

OTHER INFORMATION:

Background and reference checks will be conducted. Hours may vary, including working some evenings and weekends based on program facilitation. Individuals are not considered applicants until they have been asked to visit for an interview and at that time complete an application for employment. Completing the application does not guarantee employment. In accordance with the company's Drug-Free Workplace Policy, pre-employment drug testing will be administered. Equal Opportunity Employer/Affirmative Action (EOE/AA).

It is company policy that no employee or applicant will be discriminated against because of race, color, religion, creed, national origin, gender, gender-identity and expression, sexual orientation, age, disability, HIV status, genetic information, political affiliation, marital status, union activity, military, veteran, and economic status, or any other characteristic protected in accordance with applicable federal, state, and local laws. This policy applies to all phases of its personnel activity including recruitment, hiring, placement, upgrading, training, promotion, transfer, separation, recall, compensation, benefits, education, recreation, and all other conditions or privileges of employment. The company values diversity and welcomes applicants from a broad array of backgrounds.

Minimum Age:

Hiring Requirements: **Drug Testing/Screening**

Education Level: **Associate's Degree**

Requires a Drivers License: **Yes, Operator License**

Minimum Salary: **17.00 Hour**

Maximum Salary: **19.00 Hour**

Pay Comments: **DOE (Depends on Experience)**

Benefits: **Medical**

Job Application Methods Accepted: **Via Email**

Employer requests only Veterans apply: **None Selected**

Application Comments:

Interviewers:

1. - Please test customers on Kenexa Assess for typing skill (minimum of 35 wpm), MS Word, Excel, and PowerPoint. Please use Microsoft version (2003, 2007, 2010, 2013, or 2016) the customer is comfortable working with (normal user).

2. - Please have customer complete company application, then scan, and return originals back to customer to give to Employer at time of interview.
<https://www.employnv.gov/vosnet/Handlers/FileDownloader.ashx?enc=lpILj1SJlgNiaHtyoS9ckdpva3yjFApvlwsyTpqDQDnUz3IVGPboXu94fu807m40>

3. - Please email completed application, resume and test results to gwent@acceptonline.org AND cc: gjchua@detr.nv.gov

BSR: Gloria Chua

Employer Information:

Confidential Information