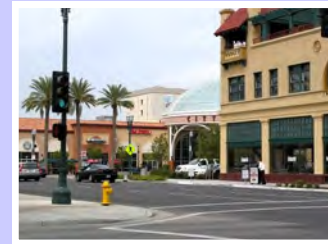


*San Joaquin County is recruiting for*

# Program Coordinator-AIDS



## MISSION

**Public Health Services, in partnership  
with the community, promotes a  
healthy future for San Joaquin County**



A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all.

San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun.

Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

## ARTS, CULTURE, AND RECREATION

The arts and culture provide a much-needed respite from everyday worries and the Higgin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond, held in downtown Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and an historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



## AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland are dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



## EDUCATION

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The county's 17 school districts provide families with a wide choice for children's educational development.



Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Make San Joaquin County your new home. Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.



## THE DEPARTMENT

The Public Health Services main campus is located in Stockton, California. The Department provides a culturally diverse population of nearly 700,000 with conventional public health services. There is a strong tradition of community partnership and leadership in health promotion.



Public Health Services promotes well being and prevents disease through community engagement and interaction, education, workforce development, leadership and strategic planning. The staff of over 200 professionals serve all residents with respect and acknowledge and support the diversity of the County.

## THE POSITION

This position provides an exciting leadership opportunity with San Joaquin County Public Health Services. The Department seeks a dynamic individual with excellent leadership and management abilities to oversee the AIDS and STD programs within Public Health Services.

The Program Coordinator is a member of the San Joaquin County Public Health Services Management Team, and reports directly to the Senior Deputy Director of Programs. The Program Coordinator supervises a multi-disciplinary staff of twelve employees.

## THE IDEAL CANDIDATE

- Innovative and strategic thinker regarding improving and maximizing programs.
- Excellent written and verbal communication skills.
- High level of integrity and strong sense of ethics.

## TYPICAL DUTIES

- Plans, organizes, and coordinates the overall activities of the San Joaquin County Public Health Services' AIDS Program; assists in budget development and maintenance.
- Supervises, trains, assigns and evaluates unit staff; participates in selection of staff.
- Coordinates activities of specialized staff and participates in: case management procedures client identification, referral and counseling; case conferences and overall client assessment; developing client-oriented programs and assistance plans.
- Assists in developing grant proposals and management of grant funds.
- Assists in assessing community needs regarding AIDS programs and services and developing appropriate programs and services; coordinates services and informational programs with hospitals, physicians and governmental officials.
- Provides for program of data gathering, analyses and organization and preparation of appropriate and required reports and records; prepares reports and correspondence.
- Interprets and implements applicable legislation, laws and regulations; insures unit awareness and compliance.
- Provides for overall coordination of unit activities with other Public Health Service staff and units, and with other agencies, officials, and community groups.



## COMPENSATION PACKAGE

### **Annual Salary: \$79,102 - \$96,179**

In addition to the base salary, the County offers an excellent benefit plan which includes health insurance, dental and vision insurance plans. Other benefits offered by the County include:

- ♦ A 1% employer contribution to the County's 457 Deferred Compensation Plan
- ♦ 1937 Retirement Act plan with reciprocity with CALPERS
- ♦ 125 Flex Benefits Plan
- ♦ 12 days sick leave annually with unlimited accumulation
- ♦ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years and 23 days after 20 years)
- ♦ 14 holidays per year
- ♦ 10 days administrative leave per year

## MINIMUM QUALIFICATIONS

**Education:** Possession of a master's degree from an accredited college or university with a major in Public Health, Nursing, Social Work, or other closely related field.

**Experience:** Three years of progressively responsible experience providing counseling, nursing, or other professional services in a public health or related agency, one year of which must have been in a supervisory or management capacity.

**License:** Possession of a CA driver's license

**Note:** County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote or promote from or into the Middle Management represented unit which provides for a capped cafeteria plan contribution amount shall receive the capped amount of the Middle Management unit.

For more information regarding the County's benefits [www.sjgov.org/hr/Programs/Benefits](http://www.sjgov.org/hr/Programs/Benefits)

## APPLICATION AND SELECTION

The competitive process includes submittal of a completed San Joaquin County Employment Application. Resumes will not be accepted in lieu of the required application materials. Completed application package must be submitted to Human Resources Division. The final filing deadline is **April 10, 2015**. Applications materials may be obtained from and submitted to:

**San Joaquin County Human Resources  
44 N. San Joaquin Street Suite 330 Stockton, CA 95202  
Tel: 209.468.3370 Fax: 209.468.0508**

Or apply on-line at: [www.sjgov.org/hr](http://www.sjgov.org/hr)

All application materials will be reviewed to determine if candidates possess the minimum qualifications required for the position. All qualified applicants will be invited to participate in an oral examination which may include a practical or writing exercise. Those who successfully pass the examination will be placed on an eligible list. The top ranks will be referred to Public Health Services for the hiring interview.

***San Joaquin County is an Equal Opportunity Employer***

# Program Coordinator-AIDS

## SUPPLEMENTAL QUESTIONNAIRE

Recruitment Announcement 0315-RM1182-01

Please submit responses to the following questions along with your employment application to San Joaquin County Human Resources Division.

The responses provided will be reviewed in evaluating your qualifications.

1. Do you have a master's degree from an accredited college or university with a major in Public Health, Nursing, Social Work, or other closely related field?

Yes\_\_\_ No \_\_\_

If yes, please provide the following information:

- Name of accredited college or university from which you graduated
- Degree obtained
- Major
- Date Degree Obtained

2. The position requires three years of progressively responsible experience providing counseling, nursing, or other professional services in a public health or related agency, one year of which must have been in a supervisory or management capacity. Describe your work experience. (Include the employer name, job title, job duties, number of employees you supervise, and dates of employment)

3. Do you have a valid California driver's license?

Yes\_\_\_ No \_\_\_