

**RECRUITMENT**

**TO:** County Employees

**FROM:** Patty Isaacson

Human Resources/Risk Management Coordinator

**DATE:** February 20, 2020

**SUBJECT:** **Nutrition Program Coordinator – Department of Human Services - ADRC Division**

Dunn County is seeking a health-focused, energetic full-time Nutrition Program Coordinator to oversee the Nutrition & Prevention Program by managing day to day activities and completing long range planning and administrative functions for the Elderly Nutrition Program.

The Aging and Disability Resource Center of Dunn County envisions a community where older adults and people with physical or intellectual/developmental disabilities have the resources needed to live life with security and never have to worry about where their next meal is coming from. This includes access to adequate food, socialization opportunities and health promotion activities. The Nutrition and Prevention Coordinator strives to enhance the nutritional and educational resources available to seniors and those with disabilities.

Successful candidates will possess, at a minimum, Associate’s degree in Dietary Management and or directly related field, minimum 2 years’ experience in food service management, knowledge of nutrition and basic dietary counseling, and experience working with the elderly. Don’t have that? That’s ok, equivalent experience, knowledge, skills, and abilities will be considered in lieu of these requirements.

If you are looking for a career that offers excellent health, dental, vision, and more along with a flexible work schedule stop now and apply!

Now for the details. A complete job description is attached. Starting salary is $24.76 - $32.48/hour, depending on qualifications and applicable experience. Applications will be accepted until 4:30 p.m. Thursday, March 5, 2020. To submit your resume and application visit [www.co.dunn.wi.us](http://www.co.dunn.wi.us) and select the “Employment” tab.

If we happened to have missed providing you with details you are seeking before applying, please contact Loni Dodge, ADRC Manager, at [ldodge@co.dunn.wi.us](mailto:ldodge@co.dunn.wi.us) or at 715-231-6481. Just seeking general information? You can reach our Human Resources team at [admin\_hr@co.dunn.wi.us](mailto:admin_hr@co.dunn.wi.us) or at 715-232-2429.

**Equal Opportunity Employer – Protected Veterans/Individuals with Disabilities and other protected categories.**

**Office Information:**

Tracking# 20-08