



**An Equal Opportunity Employer
Announces Recruitment For**

DATE ISSUED: 5/14/04

HEALTH EDUCATOR 19/21 (HIV/STD PREVENTION PROGRAM) (OPEN UNTIL FILLED)
HEALTH EDUCATOR 19/21 (LEAD PREVENTION PROGRAM) (OPEN UNTIL MAY 24, 2004)
NUTRITIONIST 19/21 (OPEN UNTIL FILLED)

Please post the attached recruitment notices.

**For future positions and supplemental applications
you can contact Salt Lake County Personnel at 2001 So State St #N4600;
Salt Lake City, Utah 84190-3150;
(801) 468-2351 (Voice); 468-2172 (Fax); 468-3600 (TDD);
Job Hotline 468-2390 or web site at www.slco.org/pr/**



HOW TO APPLY FOR CAREER OPPORTUNITIES with SALT LAKE COUNTY GOVERNMENT

1. Prior to applying for a position with Salt Lake County, please review the official job announcement. A position summary, minimum qualifications and important information regarding the position, as well as additional application requirements, are detailed in the announcement.
2. Complete an official Salt Lake County application for each position for which you are applying. Sign your application and return it to the Personnel Office by 5:00 p.m. on or before the closing date of the job announcement. Some recruitments require the completion of a Supplemental Questionnaire. Please review the job announcement to determine if a questionnaire is necessary. You may attach your resume to the completed application. Do not include letters of reference or recommendation. If you submit an application on-line, you will receive a tracking number. You should refer to this number when submitting any additional application materials.
3. Unless otherwise stated, all positions are full-time (40 hours/week). However, all registers developed may be used to fill future full-time or part-time openings with varying hours. Therefore, applicants should indicate on their application if they are interested in a full-time position, a part-time position or both. Registers may also be used to fill similar openings in other elected offices, departments or divisions.
4. In order to receive credit for related education, you must include an official copy of your transcripts (or a photocopy of an official transcript) and certificates with your application.
5. To receive Veteran's Preference, you must attach a copy of your DD214 that clearly reflects dates of enlistment and discharge status.
6. Applicants meeting the minimum qualifications will be evaluated on the basis of one or more of the following: a training and experience evaluation, a written examination, a practical examination, an oral examination, or a supplemental questionnaire.
7. Recruitment, selection and hiring are open to all persons regardless of race, color, national origin, age, gender, sexual orientation, marital status, religion, political affiliation, or disability.
8. Reasonable Accommodations, including auxiliary communicative aids and services for individuals with disabilities may be provided, upon receipt of a request, with three working days notice. For assistance, or information call Voice/468-2351, TDD/468-3600.
9. Satisfactory completion of a Salt Lake County Criminal Records Check, physical examination, drug screen and/or reference check may be required for certain positions.
10. No contract exists between Salt Lake County and its employees with respect to salaries, salary ranges, or employee benefits. Salary, salary ranges, and benefits may change as a result of market surveys, job analysis, availability of funds, or changes in County policy.
11. Salt Lake County grants its non-exempt employees compensatory time off in lieu of cash payment for overtime hours worked. Overtime is accrued at one and one half times the regular rate for hours worked over 40 in a workweek. This time may be preserved, used or cashed out in accordance with Salt Lake County Personnel Policies and Procedures and Federal Law. Some County departments, divisions and elected offices may pay for overtime in lieu of compensatory time off.

Applications and other supplemental application forms may be obtained from the Salt Lake County Personnel Office: 2001 So State St #N4600; Salt Lake City, Utah 84190-3150; (801) 468-2351 (Voice); 468-2172 (FAX); 468-3600 (TDD), or on our website at www.slco.org/pr/.

SALT LAKE COUNTY GOVERNMENT

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Announces Recruitment For

HEALTH EDUCATOR 19/21 - HIV/STD PREVENTION PROGRAM

OFFICE/DIVISION:	SALT LAKE VALLEY HEALTH DEPARTMENT
WORK LOCATION:	2001 SOUTH STATE STREET
RECRUITMENT PERIOD:	OPEN UNTIL FILLED
STARTING SALARY:	19 - \$13.96 HOURLY 21 - \$15.37 HOURLY
REGISTER DEVELOPER:	GINGER WATTS
RECRUITMENT NUMBER:	04051

This position provides weekly educational workshops on HIV and STD prevention to incarcerated adults at the Adult Detention Complex. Assists in planning and coordinating health education activities for the Ethnic HIV Prevention Grant; identifies target populations to receive health promotion intervention and health education activities; conducts health education activities with schools, businesses, community, civic and church groups; provides counseling on healthy lifestyle topics; develops curricula for workshops, seminars and classes for target populations and groups; designs and develops educational materials; conducts pre-program and post-program surveys; conducts follow-up evaluations with participants; consults and collaborates with State Health Department, other local health departments and government agencies; provides assistance to other health educators; prepares curriculum, programs, surveys and reports regarding health education activities.

MINIMUM QUALIFICATIONS

19 Level

Graduation from an accredited college or university with a bachelor's degree in Health Education, Public Health or closely related field, **or** an equivalent combination of related education and experience.

21 Level

Graduation from an accredited college or university with a bachelor's degree in Health Education, Public Health or closely related field, plus one (1) year of experience in a field closely related to these duties, **or** an equivalent combination of related education and experience.

IMPORTANT INFORMATION REGARDING THIS POSITION

There is one (1) part-time, thirty hour(s) per week position, with benefits. **The ability to read, write and speak English and Spanish fluently is required. It is preferred that the successful applicant possess a background and understanding of the Hispanic culture and community.** This position is part of a grade 19/21 career ladder. Applicants will be hired at the highest level for which they qualify. The successful applicant must be able to visit various education and assessment sites throughout the valley and may be required to work a flexible schedule to accommodate projects. Applicants wishing to receive credit for their education must attach a copy of their official transcripts to the application. Applicants must be able to obtain a Salt Lake County Jail Security Clearance.

SALT LAKE COUNTY GOVERNMENT

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HEALTH EDUCATOR 19/21 - LEAD PREVENTION PROGRAM

OFFICE/DIVISION:	SALT LAKE VALLEY HEALTH DEPARTMENT
WORK LOCATION:	610 SOUTH 200 EAST
RECRUITMENT PERIOD:	05/14/04 TO 05/24/04
STARTING SALARY:	GRADE 19 - \$2420 MONTHLY
	GRADE 21 - \$2664 MONTHLY
REGISTER DEVELOPER:	GINGER WATTS
RECRUITMENT NUMBER:	04093

Assists in planning and coordinating health education activities in the Lead Prevention program; identifies target populations to receive health promotion intervention and health education activities; conducts health education activities with schools, businesses, community, civic and church groups; conducts teacher training, in-services, workshops and classes; provides counseling on healthy lifestyle topics; develops curricula for workshops, seminars and classes for target populations and groups; designs and develops educational materials; conducts pre-program and post-program surveys; conducts follow-up evaluations with participants; consults and collaborates with State Health Department, other local health departments and government agencies; provides assistance to other health educators; prepares curriculum, programs, surveys and reports regarding health education activities.

MINIMUM QUALIFICATIONS

19 Level

Graduation from an accredited college or university with a bachelor's degree in Health Education, Public Health or closely related field, **or** an equivalent combination of related education and experience.

21 Level

Graduation from an accredited college or university with a bachelor's degree in Health Education, Public Health or closely related field, plus one (1) year of experience in a field closely related to these duties, **or** an equivalent combination of related education and experience.

IMPORTANT INFORMATION REGARDING THIS POSITION

This position is part of a 19/21 career ladder. Applicants will be certified at the highest level for which they qualify. The successful applicant must be able to visit various education and assessment sites throughout the valley in a timely manner. **Successful applicants may be required to work a flexible schedule to accommodate projects during evening hours.** Applicants wishing to receive credit for their education must attach a copy of their official transcripts to the application.

SALT LAKE COUNTY GOVERNMENT

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NUTRITIONIST 19/21

OFFICE/DIVISION:	SALT LAKE VALLEY HEALTH DEPARTMENT
WORK LOCATION:	VARIOUS WIC CLINICS
RECRUITMENT PERIOD:	OPEN UNTIL FILLED
STARTING SALARY:	GRADE 19 - \$13.96 HOURLY (PART-TIME) GRADE 21 - \$15.37 HOURLY (PART-TIME)
REGISTER DEVELOPER:	GINGER WATTS
RECRUITMENT NUMBER:	04091

This position assists in implementing the annual nutrition education plan for the WIC (Women, Infants and Children) program; develops a client evaluation system to evaluate the progress of clients toward nutritional goals; monitors clients' progress in meeting nutritional goals using the client evaluation system; delivers nutrition education and provides nutrition education to "high-risk" clients; provides nutrition education and makes food and nutrition demonstrations to WIC client groups; consults with physicians or other health care providers concerning complicated nutrition related medical problems; assists in monitoring the nutrition education given to program participants by the para-professional staff and takes appropriate measures to correct any erroneous information being given; provides in-service nutrition education to the staff of various Salt Lake Valley Health programs; performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Grade 19

Must be R.D. eligible **and** certified within nine (9) months from the date of hire.

Grade 21

Must be certified by the State of Utah and registered by the American Dietetic Association as a Registered Dietician (R.D.).

IMPORTANT INFORMATION REGARDING THIS POSITION

This is a part-time, twenty hour(s) per week position, with benefits available. The successful applicant must be able to visit various WIC Clinics throughout Salt Lake County. **Applicants must attach a copy of their Utah State Certification and their ADA Registration if applicable.** Applicants must also attach a copy of their official transcripts to the application. The successful applicant will be hired at the highest level for which they qualify.