



California State University, Stanislaus is pleased to announce the following position and invites nominations or applications.

### **Assistant Director, Wellness WORKS!**

The Assistant Director is a full-time, 12 month, MPP (Management Personnel Plan) position and reports directly to the Principal Investigator of the Wellness WORKS! grant.

The Assistant Director provides leadership for a holistically based wellness education program for Cal WORKS participants in San Joaquin County.

The Assistant Director must have strong interpersonal communication, writing, and speaking skills; be sensitive to the needs of a population with diverse socio-economic, educational, and ethnic/cultural backgrounds; and have the ability to represent and interpret *Work Wellness: The Basics* to the community. In addition, the Assistant Director should have the ability to manage the program through shared decision-making; have thorough and demonstrated skill and ability to compile data, prepare reports, and communicate information utilizing a computer system and software, including database (MS Access), spreadsheet (MS Excel), word processing (MS Word), electronic email, and the internet.

The Assistant Director must have experience using a PC, Microsoft software suite to include Word, Excel, Access, and the internet, a thorough knowledge of office methods, procedures, and practices, a thorough knowledge of English, grammar, punctuation, and spelling, a general working knowledge of University infrastructure, policies, and procedures, and be sensitive to the needs of a population with diverse socio-economic, educational, and ethnic/cultural backgrounds. A California driver's license required.

To effectively carry out these tasks, the Assistant Director will interface with various individuals/departments on campus, as well as individuals at San Joaquin County Behavioral Health Services, Cal WORKS, and the Human Service Agency.

#### **Qualifications and Knowledge, Skills and Abilities:**

The ideal candidate will have a Master's Degree in Nursing, Social Work, Health Education, Holistic Health, or related discipline - preferred but not required and a minimum of two years of progressive supervisory administrative experience.

The successful candidate must provide leadership in developing, implementing, and evaluating the program's curriculum. Coordinate annual instructional meetings throughout the year when necessary. Introduce participants to curriculum, review and evaluate the program with participants and conduct completion sessions at the end of the programs. Prepare a calendar for the program and daily/weekly schedule. Oversee input and maintenance of data base on participants using information from wellness interest surveys, self-esteem surveys, and welfare to work survey. Supervise on site Mental Health Specialist II who is a San Joaquin County employee assigned to Wellness WORKS! as a case manager full time. Supervise an Office Manager who oversees day-to-day office operations. Supervise a Program Assistant who assists with day-to day program needs. Supervise teaching staff of 17 – 20 including: schedules, phone contacts, evaluations, curriculum development, and memos. Prepare a budget in collaboration with San Joaquin County Mental Health Services, Advisory Board Members, and Research and Sponsored Programs at CSU Stanislaus. Oversee budget allocations. Make budget adjustments as necessary in collaboration with financial analyst. Maintain working relationship with Cal WORKS and contract agencies. Attend quarterly CCM meetings. Attend University Management meetings and meet with university staff as needed. Approve time cards for instructors and absence reports for Office Manager and Program Assistant. Assist Office Manager with Website Maintenance. Complete Reappointment forms each year to reappoint staff and instructors. Prepare quarterly and annual reports. Conduct quarterly advisory board meetings. Attend monthly meeting of Community based Organizations – Case Management Services. Coordinate annual program "Overview" when needed. Provide assistance to and respond to requests from Principal Investigator as needed. Perform other duties as assigned which include the following: Morning

attendance, daily OM's and introductions. Pick up lunches. Fill up water bottles. Launder towels. Do grocery shopping (as needed).

**Salary Range:** Salary will be commensurate with education and experience. This is a 12-month, full-time, CSU Management Personnel Plan (MPP) position with an excellent benefits package. For detailed information on management benefits please refer to the following benefit web page:

<http://www.calstate.edu/hrs/benefits/documents/management-personnel-plan-mpp-benefits-summary.pdf>

**Anticipated Starting Date and Application Procedure:** The position will remain open until filled. Initial screening of candidates will begin the week of April 11, 2016. The successful candidate will be eligible to start in the position as soon as possible.

In addition to submitting a standard CSU Stanislaus employment application (download electronic application at [http://www.csustan.edu/hr/Employment\\_Opportunities/Management/index.html](http://www.csustan.edu/hr/Employment_Opportunities/Management/index.html)), applicants should submit a resume with a cover letter addressing qualifications, as well as names and contact information for five professional references using one of the following methods:

Email: <a href="mailto:vtaylor@csustan.edu">vtaylor@csustan.edu</a>	Mail: California State University, Stanislaus Attention: Human Resources One University Circle, MSR 320 Turlock, CA 95382	Fax: (209) 664-7011
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For questions, please call (209) 664-6591 or email [vtaylor@csustan.edu](mailto:vtaylor@csustan.edu).

**THE UNIVERSITY:** California State University, Stanislaus serves the San Joaquin Valley and is a critical educational resource for a six county region of approximately 1.5 million people. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. Over eighty percent of full time faculty holds doctorates or terminal degrees in their fields. The University offers 41 undergraduate majors, 24 master's programs, 7 post-graduate credentials, and a doctorate in education serving 8,900 students. New instructional facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus continues to receive national recognition with its ranking as one of the best 373 colleges in the nation by The Princeton Review. The University was one of 12 public universities in the nation to be recognized by the American Association of State Colleges and Universities for demonstrating exceptional performance in retention and graduation rates. In addition, *U.S. News and World Report* ranks CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its *America's Best Colleges* ratings. CSU Stanislaus also is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education. Additional information is available at the University's Web site: [www.csustan.edu](http://www.csustan.edu).

Information contained in this announcement is subject to change with or without notice.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at:

[http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary\\_Self-Identification\\_of\\_Disability\\_CC-305\\_SD\\_Edit1.24.14.pdf](http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf).

The annual Campus Security and Fire Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Stanislaus State; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and, campus fire statistics. You can obtain a copy of this report at: <https://www.csustan.edu/upd/crime-statistics>. To request a printed copy call: (209) 667-3572; fax: (209) 667-3104; or email: [public\\_safety@csustan.edu](mailto:public_safety@csustan.edu). Information regarding campus security reports at other locations can be found at: <http://ope.ed.gov/security/>. Clery Act: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, crime report statistics are available at:

[www.csustan.edu/upd/pages/campuscrimestatistics/index.html](http://www.csustan.edu/upd/pages/campuscrimestatistics/index.html).

The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. All qualified individuals are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States. The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (which includes checks of employment records, education records, criminal records, civil records; and may include motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position. In addition, this position may be designated under the California State University's Conflict of Interest Code and, if so, will be subject to filing the Fair Political Practices Commission Form 700.

**March 8, 2016; 3/25/16; REV 8/1/16**