



## CFS Manager Health, Nutrition and Safe Environments

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information visit us at [www.seta.net](http://www.seta.net).

We are looking for a talented Children and Family Services Manager to oversee the daily operations of the Health, Nutrition, and Safe Environments unit.

**Position Summary:** The Children and Family Services (CFS) Manager is responsible for management, oversight and development of health services, oral health services, nutrition services, and safe environments of the SETA Head Start/Early Head Start programs. Duties and responsibilities include, but are not limited to:

### Health and Oral Health Services:

The CFS Manager is responsible for health and oral health services provided to children ages pre-natal to 5 years old and pregnant women. Oversight includes supervision of health/nutrition services staff and consultants, including on-call dentists, registered nurses and registered dietitians. The Manager is responsible for developing, maintaining and working with various medical and dental professionals and community agencies which provide support services to children/families and offer professional expertise to the Health Services Advisory Committee (HSAC).

### Food Services and Nutrition Services:

The CFS Manager supervises the Food Services Unit staff that are responsible for preparing and delivering more than 5,000 meals each day to 31 centers throughout the county. SETA operates one main kitchen and two satellite kitchens. Oversight also includes nutrition services for children (menu planning and special diets).

### Safe Environments:

The CFS Manager works collaboratively with the Facilities Unit and Program Operations Unit (School Readiness) to ensure centers are safe, healthy, and in compliance with local, State and Federal laws and regulations. Oversight may include service contracts, lease agreements, and integrated pest management systems.

**Salary:** Based on experience.



## Benefits:

Medical Benefits (6 plans to choose from)	Pension (mandatory contribution required)
Dental Benefits	Retirement Health Savings Accounts, 457 and 401A plans
Life Insurance	Paid Holidays
Vision Insurance	Paid Vacation
Educational Reimbursement: up to \$1500 annually	Paid Sick Leave
Access to the Public Employee Student Loan Forgiveness Program	Paid Management Time Off
Paid Jury Duty	Regional Transit Monthly Pass Reimbursement

## Minimum Qualifications:

- I. At least five years of broad and extensive managerial experience in a public or private agency. At least three (3) years of this experience should have been in a supervisory or administrative capacity.
- AND
- II. Possession of a Bachelor’s degree, preferably in the area of oversight. Examples include Public Health, Nursing, Nutrition or a related field. A Master’s Degree and Spanish language proficiency are highly desired.



## How To Apply:

A completed SETA application must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>.

**POSTING DATE:** Tuesday, March 6, 2018

**FINAL FILING DATE:** Monday, March 19, 2018 by 5 p.m. PST

**SETA will not accept applications electronically submitted after the 5 p.m. deadline. Copies of all degrees, permits, and credentials must be attached to the application.**

**Upon job offer individuals will be required to complete a pre-employment health screening, TB test, background check, motor vehicle record check, and provide copies of immunization records for MMR, TDAP and flu (or flu waiver).**

**Auxiliary aids and services are available upon request to individuals with disabilities.**

**SETA is an Equal Opportunity Employer**

