

Butler County General Health District

Job Title:	Project Manager, Butler County Partnership to Reduce Infant Mortality (PRIM)
Responsible to:	Health Promotion Director
Positions Supervised:	None
Work Hours:	Full Time Position (35 Hours/Week)
Send Resume with Cover Letter to:	BOH@butlercountyohio.org

Essential Functions: Serves as the lead of community-based partnership efforts to decrease infant mortality in Butler County with special emphasis on black and African-American populations that have the highest rates of infant mortality.

Required Knowledge, Skills and Abilities

- Passionate about working to ensure all babies are born healthy and live past their first birthday, with special focus on black and/or African-American babies
- Enthusiastic about working with diverse communities to help them identify their most pressing issues, and develop and implement plans to alleviate situations that lead to poor birth outcomes
- Member of the targeted community a plus
- Basic understanding of public health concepts
- Exceptional communication and leadership skills
- Experience in managing people, problem solving and group facilitation
- Experience in managing projects from planning to evaluation
- Ability to follow program budget
- Working knowledge of Butler County neighborhoods, resources, and social services, or willing to learn
- Creative, out-of-the-box thinker
- Ability to adapt and respond to change
- Comfortable working in an open office setting
- Experience working with public agencies e.g. housing, education, transportation or other agencies
- Experience in community mobilization, engagement, and retention
- Knowledge and familiarity with logic models and evaluation plans
- Experience with grants, deliverables and report writing

Minimum Qualifications: Bachelor's degree in public health, social work, nursing, communications, community organizing, or related field.

Qualifications Preferred: Masters in Public Health preferred. Certified Health Education Specialist (CHES) or Master Health Education Specialist (MCHES) preferred.

Primary Duties include (general summary and not all inclusive):

- Serve as the Project Manager of the Butler County Partnership to Reduce Infant Mortality (PRIM) (set agendas, lead monthly meetings, implement plans, monitor progress, file reports)
- Co-facilitate the Leading Infant Vitality Equitably (LIVE) team with an emphasis on the social determinants of health and addressing health inequities (work with team leads on setting agenda, developing an action plan and implementation)
- Oversee county level planning for infant mortality reduction across diverse sectors of the community (from grassroots, to agencies, to politicians)
- Work closely with Epidemiologist to ensure practices align with county statistics on infant mortality, breastfeeding, safe sleep and other related risk factors
- Develop and maintain content on PRIM social media accounts (Facebook and twitter)

Other:

- Serves a probationary period of 120 days
- Position may be subject to background check
- Serves in an on-call capacity 24-7 in the event of a public health emergency except while on approved leave that prohibits availability
- Occasional evening and weekend work required
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours
- Valid Ohio Driver's license in good standing and insurable under Butler County Board of Health's Policy
- Ability to maintain confidentiality
- Other duties as assigned
- **Public Health Core Competencies Level Two position (See Appendix A, attached)**

Please send resume with cover letter explaining your interest in this position or special qualifications to: BOH@butlercountyohio.org. Position is posted on our website: www.butlercountyohio.org/health Position will remain open until filled.

An Equal Opportunity Employer

Appendix A.

Public Health Core Competencies, Level Two Position

Requires the following:

Analytical/Assessment Skills

1. Applies ethical principles concerning data and information
2. Uses information technology concerning data and information
3. Makes evidence-based decisions (e.g., determines research agendas, using recommendations from The Guide to Community Preventive Services, HP 2020 and other sources in planning population health services)
4. Advocates for the use of evidence in decision making that affects the health of a community (e.g., helps policy makers understand community health needs, demonstrates the impact of programs)

Policy Development/Program Planning Skills

1. Develops program goals and objectives
2. Monitors current and projected trends representing the health of a community (e.g., health, fiscal, social, political, environmental)
3. Examines the feasibility and implications of policies, programs, and services (e.g., fiscal, social, political, legal, geographic)
4. Recommends policies, programs, and services for implementation

Communication Skills

1. Communicates in writing and orally using proper grammar and punctuation taking health literacy level of the intended reader into consideration.
2. Conveys data and information to professionals and the public using a variety of approaches (e.g., websites, social media, written reports, presentations, email, letters, fliers, etc.)
3. Facilitates communication among individuals, groups, and agencies
4. Communicates information to influence behavior and improve health (e.g., use social marketing methods, consider behavioral theories such as the Health Belief Model or Stages of Change Model)
5. Solicits input from individuals and organizations for improving the health of a community (e.g., chambers of commerce, religious organizations, schools, social service organizations, hospitals, government, community-based organizations, various populations served)

Cultural Competency Skills

1. Describes the ways diversity influences policies, programs, services, and the health of a community
2. Describes the diversity of individuals and populations in the entire community
3. Supports diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
4. Ensures the diversity of individuals and populations is addressed in policies, programs, and services that affect the health of a community
5. Assesses the effects of policies, programs, and services on different populations in a community (e.g., customer satisfaction surveys, use of services by the target population)

Community Practice Skills

1. Suggests and establish relationships that may be needed to improve health in a community (e.g.,

partnerships with organizations serving the same population, academic institutions, policy makers, customers/clients, and others)

2. Facilitates collaborations among partners to improve health in a community (e.g., coalition building)
3. Engages community members to improve health in a community (e.g., input in developing and implementing community health assessments and improvement plans, feedback about programs and services)
4. Uses community input for developing, implementing, evaluating, and improving policies, programs, and services

Public Health Sciences Skills

1. Applies public health in the delivery of the 10 Essential Public Health Services sciences (e.g., biostatistics, epidemiology, environmental health sciences, health services administration, social and behavioral sciences, and public health informatics)
2. Applies public health sciences in the administration and management of programs
3. Ensures the Social Determinants of Health are incorporated into program planning and policy development
4. Retrieves and use evidence from print and electronic sources to support decision making, in developing, implementing, evaluating, and improving policies, programs, and services (e.g., PubMed, Journal of Public Health Management and Practice, Morbidity and Mortality Weekly Report, The World Health Report)

Financial Planning and Management Skills

1. Manages programs within current and projected budgets and staffing levels (e.g., sustaining a program when funding and staff are cut, recruiting and retaining staff)
2. Establishes teams for the purpose of achieving program and organizational goals (e.g., considering the value of different disciplines, sectors, skills, experiences, and perspectives; determining scope of work and timeline)
3. Motivates personnel for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view)
4. Uses evaluation results to improve program and organizational performance

Leadership and Systems Thinking Skills

1. Explains and participates in ways public health, health care, and other organizations can work together or individually to impact the health of a community
2. Provides opportunities for professional development for individuals and teams, and participate in all professional development offered for yourself (e.g., training, mentoring, peer advising, coaching)
3. Contributes to continuous improvement of individual, program, and organizational performance (e.g., mentoring, monitoring progress, adjusting programs to achieve better results)
4. Maintains the highest ethical standards of practice in all interactions with co-workers, community individuals, organizations, and agencies