

Job Posting:

Community Health Specialist I Tobacco Cessation/Prevention:

The Ross County Health District, as an equal opportunity employer, strives to hire and maintain a diverse and inclusive workforce that reflects the culture and demographics of the population we serve.

POSITION INTRODUCTION- GRANT FUNDED

The Community Health Specialist will utilize public health concepts and theories to provide health promotion and chronic disease prevention services in Ross County, OH. The position will participate in public health program planning for tobacco cessation / prevention services and other selected grant deliverables. The Community Health Specialist's actions will be directed toward the goals of prevention, assessment, risk reduction and health status improvement through systematic analysis of health data, promoting community policies and programs that reduce tobacco use, and health education. A strong focus of the program includes building and strengthening partnerships within the community as well as a focus on improving health outcomes to high-risk populations in the community. The Community Health Specialist I- Tobacco Cessation / Prevention is a grant funded position.

MINIMUM QUALIFICATIONS AND CHARACTERISTICS:

- Bachelor's Degree in public health, planning, or related field; MPA or MPH preferred
- Professional experience in grants management or development preferred.
- Excellent organizational skills with strong attention to detail.
- Ability to develop, organize, motivate, and coordinate groups.
- Ability to collect, analyze, and organize data.
- Ability to collaborate effectively with staff members, public officials, representatives, and other stakeholders and communicate effectively with various audiences (both in writing and verbally).
- Ability to prepare informative and accurate reports on program progress.
- Knowledge of Grants Administration Procedures and related Laws and Regulations
- Knowledge and understanding of the PHAB Accreditation process, familiarity of PHAB Standards, Measures, and Domains.
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the agency's insurance policy.
- Ability to pass a B.C.I Background Check and Drug Screening.

LICENSURE OR CERTIFICATION REQUIREMENTS:

- Must have a valid State of Ohio driver's license and remain insurable in accordance with the agency's insurance policy.
- Ability to pass a B.C.I Background Check and Drug Screening.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Facilitates countywide mobilization for policy, systems, and environmental (PSE) changes related to tobacco cessation, sales, distribution, use, and prevention.
- Participates in local and state meetings (e.g. regional meetings, coalition /committee meetings).
- Develops and maintains effective working relationships with public, civic, professional, and volunteer agencies engaged in tobacco cessation activities.
- Coordinate all programmatic aspects of the Tobacco Cessation grant including implementation, evaluation, and reporting.
- Provides support for facilitation of county-wide coalitions. Collaborates with community partners to promote the health of the community or high-risk populations.
- Support grant development, assessment, planning, and evaluation efforts related to tobacco cessation and prevention.
- Collects and analyzes data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies, and environments.
- Identifies program goals, objectives and formulates program activities for service delivery.
- Conducts health assessments of community through community surveys, focus groups, town hall meetings, and retailer to collect primary data regarding health of various populations, to determine at risk populations to serve.
- Compiles and prepares program reports including data analysis and distribute reports to necessary audiences (local / state stakeholders, coalitions, agencies, or general public).
- May function as lead staff for selected programs and/or projects.
- Development of health promotion materials, advertisements, and outreach activities. Assists in development of website and social media outreach campaigns. Communicates and works with local media (newspaper and radio) for public health outreach and health promotion.
- Conducts community outreach in a variety of settings, door to door, seminars, meetings, community collaborations, schools, businesses.
- Reports program performance to Performance Management Team and participates on quality improvement projects as assigned.
- Responds to public health emergencies as needed or determined by health commissioner or administrator (e.g. infectious disease outbreaks, mass vaccination and points of dispensing of medication). Participates in public health emergency response trainings and exercises.
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- Compiles and prepares reports for submission to the appropriate entity i.e. Ohio Department of Health.
- Consults with school nurses, parents, health provider offices and community members general public health questions and health education to reduce chronic disease and tobacco use.
- Attends and participates in agency trainings, meetings, conferences, seminar, and other job-related training sessions, as necessary.
- Adheres to all Ross County Health District policies, procedures, and standing orders.
- Interacts effectively with other staff members.
- Seeks educational opportunities to increase skill and public health knowledge / competencies.
- Insures privacy for patient and confidentiality of condition and personal information.
- Maintains required licensure and certification.
- Assures program compliance with the agency's records retention policy.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Demonstrates regular and predictable attendance.
- Ability to work irregular hours occasionally to attend community events, meetings, or speaking engagements to meet grant activities or outreach.
- Ability to work irregular hours, nights, weekends and holidays during public health and vaccine emergencies.
- Performs any and all other related duties as assigned or directed by immediate supervisor, administrator, or health commissioner.

Salary Range \$20.56 - \$24.67

Work Hours: 8:00 AM – 4:30 PM M-F

Position open till filled.

All interested applicants send resumes to: datchison@rosscountyhealth.org