

NOTICE OF AN OPEN POSITION

**CLARK COUNTY COMBINED HEALTH DISTRICT
529 E. HOME ROAD
SPRINGFIELD, OH 45503**

Position Title: Health Planner 1 - - Lead Safe Home
Department: Administration
Immediate Supervisor: Health Planning Supervisor
Beginning Salary: \$19.29 per hour - 3.5% increase upon successful completion of probation
Date Issued: May 10, 2022
Filing Deadline: Open Until Filled

Full time position. Requires a Bachelor's degree from an accredited college or university. Bachelor's degree in Health Education, Community Health Education, Public Health Education, School Health Education, Bachelor of Arts in Public Health, Bachelor of Science in Public Health or related field. Preference will be given to individuals with education, training or experience in Public Health, Health Promotion or similar field. Valid driver's license. Ability to communicate effectively in written and oral form. A 180-day probationary period is required.

For further information and a job description, please visit www.ccchd.com.

Applications may be obtained at www.ccchd.com. Resumes and/or applications may be submitted to Shannon Hackathorne, 529 E. Home Road, Springfield, Ohio 45503 or by email to shackathorne@ccchd.com.

This is a tobacco-free position.

The Clark County Combined Health District is an Equal Opportunity Employer.



529 East Home Road
Springfield, OH 45503

Clark County Combined Health District (CCCHD)

Position Description An Equal Opportunity Employer

Position Title: Health Educator 1— Ohio Lead Safe-Home

Division: Administration

Pay Grade: 18
Non-Exempt: x Exempt:
Classified: x Unclassified:

Immediate Supervisor: Health Planning Supervisor

Positions Supervised: None

QUALIFICATIONS (Examples of acceptable qualifications.)

Valid driver's license. Ability to communicate effectively in written and oral form.
Bachelor's degree in Health Education or related field and one year experience assisting in and/or developing health education programs, or equivalent experience. Knowledge of health promotion strategies and the practice and principles used in grant management.

LICENSURE OR CERTIFICATION REQUIREMENTS

Maintain current and appropriate licensure or certification.

EQUIPMENT OPERATED (The following are examples only and are not intended to be all inclusive.)

Standard office equipment and software.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

Is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury from hazardous waste; has contact with potentially violent or emotionally distraught persons; may be required to transport and lift awkward size boxes and containers; occasionally lifts objects 10 pounds or less; occasionally carries objects to 10 pounds or less.

Note: In accordance with the U.S. Department of Labor (DOL) physical demands strength ratings, this is considered sedentary work.

In cases of emergency, unpredictable client situations, and/or district needs, may be required to lift, push, pull and/or carry objects heavier than DOL strength ratings recommend.



Clark County Combined Health District (CCCHD)

Job Description Title:

ESSENTIAL FUNCTIONS OF THE POSITION (JOB DUTIES in order of importance for purposes of 42 USC 12101)	
70%	Serve as a Project Coordinator for specified projects and/or programs: Plan and develop population and evidence-based interventions to promote wellness for community members of Clark County. Collaborate with community members through person-centered program planning to overcome implementation barriers. Design the composition of program and public health promotion. Coordinate and evaluate the program, including developing promotional materials and messages. Create or facilitate training curriculums for stakeholders and community partners, as well as training of consumers on program details. Write and assess all reporting and data analysis requirements. Conduct financial and programmatic tracking and reporting, communicate with all funding sources, complete all necessary documentation, and oversee/monitor all related projects/activities. Serve as a resource to the community and other organizations/agencies. Participate in or convene community committees, work events and special projects, and develop materials/presentations. Answer general public health-related inquiries and maintain regular contact with partners.
10%	Responsible for identifying and pursuing leverage funding opportunities; regularly updates work plan and accurately documents all progress; keeps organized documentation on all activities.
10%	Responsible for compliance with all program requirements; Prepares and submits periodic reports to comply with contract requirements including expenditure reports; May participate in budget development and planning; Monitors expenditures and ensures adherence to contract specifications; Maintains electronic contract files and documentation.
10%	Attends meetings with representatives of funding sources and serves as Public Health's primary contact with ODH; Attends sponsored training and may attend training opportunities located within the region relating to lead and health promotion strategies. Actively participates on the Accreditation teams.
Project Specific	Coordinate activities relating to the Ohio Lead-Safe Home contract to ensure activities are carried out in accordance with specific objectives; Expand lead safety education to new and expectant parents/guardians; Educate 100% of Clark County health care providers who serve as primary providers for children under 6 years of age; Promote lead safety in childcare homes through education and outreach; Train home visitors to complete a lead visual assessment while in the home; Promote the statewide Lead Safe Rental Registry through the implementation of a public awareness campaign; Educate and inform rental property owners of federal lead hazard disclosure requirements; build awareness of federal Renovation, Repair , and Painting (RRP) program; Publicize activities and outcomes; Develop goals for lead posing reduction; coordinate and facilitate lead training classes for homeowner and professionals.



Clark County Combined Health District (CCCHD)

Job Description Title:

OTHER DUTIES AND RESPONSIBILITIES

- Participates in Health District disaster preparedness activities; may be required to report for work outside normal working hours during an emergency.
-Projects a positive and professional image to clients, the public and CCCHD staff; maintains confidentiality requirements in accordance with CCCHD personnel and HIPAA policies.
-Follows all Clark County Combined Health District safety policies and procedures.
-Performs other duties as assigned or required; attends staff meetings; and participates in department development.
-Demonstrates regular and predictable attendance.
-Commit to ongoing demonstration of advancement within the competencies identified in Attachment A.
-When in ICS staff may be requested to perform job duties within their scope of training and expertise but not listed in their job description.
-In emergent situations staff may be assigned to other agencies.

MINIMUM ACCEPTABLE CHARACTERISTICS (* Indicates developed after employment.)

*Safety practices and procedures. *Agency policies and procedures. *Agency goals and objectives. English grammar and spelling. Records management. Ability to work independently; self-starter.

SKILL IN

Use of modern office equipment and software. Motor vehicle operation. Problem solving skills.

ABILITY TO

Carry out instructions in written, oral or picture form. Deal with problems involving few variables within familiar context. Recognize unusual or threatening conditions and take appropriate action. Read, copy, and record figures accurately. Add, subtract, multiply, and divide whole numbers. Copy records precisely without error. Complete routine forms. Maintain records according to established procedures. Prepare routine correspondence. Understand a variety of written and/or verbal communications. Communicate effectively. Develop and maintain effective working relationships. Answer routine telephone inquiries.

A copy of this form is to be placed in the employee's personnel file.

POSITIONS DIRECTLY SUPERVISED

Charles A. Patterson, Health Commissioner

Date

Signature of Employee

Date



Clark County Combined Health District (CCCHD)

Job Description Title: