

NOTICE OF OPEN POSITION

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

Position Title: Fiscal Officer
Department: Administration
Immediate Supervisor: Health Commissioner
Entry Salary: \$21.27 per hour
Date Issued: May 23, 2022
Filing Deadline: Open until filled

Full-time position. Completion of undergraduate core coursework in business administration, finance, accounting or related field (bachelors preferred); or 5 years' experience in accounting, fiscal &/or budgetary management & control, 12 months of which included responsibility for accounts payable/accounts receivable or payroll preparation and processing; preferable two (2) or more years' experience in public sector accounting, medical billing, or other related field; or 4 years training/experience in accounting, fiscal and/or budgetary management and control. Or any combination of equivalent education, training and/or experience. Valid driver's license required. A 180-day probationary period is required.

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

Resumes 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:

Division:

Pay Grade:

Non-Exempt:

Exempt:

Classified:

Unclassified:

Immediate Supervisor:

Positions Supervised:

QUALIFICATIONS (Examples of acceptable qualifications.)

Valid driver's license. Ability to communicate effectively in written and oral form.

LICENSURE OR CERTIFICATION REQUIREMENTS

Maintain current and appropriate licensure or certification. A

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 ~~to~~ ^{up to} ~~100~~ ⁷⁵ pounds or less; occasionally carries objects to ~~100~~ ⁷⁵ pounds or less.

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



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.

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.

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.

Charles A. Patterson, Health Commissioner

Date

Signature of Employee

Date



Job Description – Attachment A

Competency Expectations for Clark County Combined Health District Employees

This attachment describes Competency Expectations for Position:

CCCHD uses the Council on Linkages Core Competencies for Public Health Professionals (Core Competencies), as these are considered the national standard guiding the development of the current and future workforce.

The Core Competencies are a consensus set of skills for the broad practice of public health, as defined by the 10 Essential Public Health Services. Developed by the Council on Linkages between Academia and Public Health Practice, the Core Competencies reflect foundational skills desirable for professionals engaging in the practice, education and research of public health. Core Competencies tools can be referenced at the Public Health Foundation (PHF):

http://www.phf.org/resourcestools/pages/core_public_health_competencies.aspx

(Note: when password requested, click “cancel”, wait, and site will load)

The Core Competencies are organized into eight (8) domains reflecting skill areas within public health, and three tiers representing career stages for public health professionals.

Domains:

1. Analytical/Assessment Skills
2. Policy Development/Program Planning Skills
3. Communication Skills
4. Cultural Competency Skills
5. Community Dimensions of Practice Skills
6. Public Health Sciences
7. Financial Planning and Management Skills
8. Leadership and Systems Thinking Skills

Tiers:

___ Tier 1 – Front Line Staff / Entry Level: Tier 1 competencies apply to public health professionals who carry out the day-to-day tasks of public health organizations and are not in management positions. Responsibilities may include data collection and analysis, fieldwork, program planning, outreach, communications, customer service, and program support.

- *At CCCHD, staff assessed as Tier 1 includes all employees not specified as Tier 2 or 3 as noted below.*

X Tier 2 – Program Management/Supervisory Level: Tier 2 competencies apply to public health professionals in program management or supervisory roles. Responsibilities may include developing, implementing and evaluating programs, supervising staff; establishing and maintaining community partnerships; managing timelines and work plans; making policy recommendations; and providing technical expertise.

- *At CCCHD, staff assessed as Tier 2 includes members of the Administrative Team who are not Core Management Team members, Health Educators, Epidemiologist, Nurse 3, Sanitarian 3*

___ Tier 3 – Senior Management/Executive Level: Tier 3 competencies apply to public health professionals at a senior management level and leaders of public health organizations. Responsibilities include oversight of major programs or operations of the organization, setting a strategy and vision for the organization, creating a culture of quality within the organization, and working with the community to improve health.

- *At CCCHD, staff assessed as Tier 3 includes Core Management Team (Health Commissioner, Administrative Assistant to the Health Commissioner, four (4) Division Directors, and Accreditation/Emergency Response Coordinator.)*

Other competencies to be considered of Public Health workers include other organization-wide competencies, discipline-specific competencies, and program-specific competencies.



Job Description – Attachment A

Organization-wide Competencies other than the Core Competencies include:

Public Health Preparedness Capabilities, Centers for Disease Control and Prevention: The capabilities represent a national public health standard for state and local preparedness that better prepares state and local health departments for responding to public health emergencies and incidents and supports the accomplishment of the 10 Essential Public Health Services.

http://www.cdc.gov/phpr/capabilities/DSLRCapabilities_July.pdf

The National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care (the National CLAS Standards) are intended to advance health equity, improve quality, and help eliminate health care disparities by providing a blueprint for individuals and health care organizations to implement culturally and linguistically appropriate services.

<https://www.thinkculturalhealth.hhs.gov/clas/standards>

Discipline-Specific Competencies include the following:

___ Public Health Nursing, Quad Council Competencies for Public Health Nurses:

http://www.phf.org/resourcestools/Pages/Public_Health_Nursing_Competencies.aspx

(Note: when password requested, click "cancel", wait, and site will load)

___ Health Education, National Commission for Health Education Credentialing, Inc.:

http://www.nchec.org/assets/2251/hespa_competencies.pdf

___ Environmental Health, Environmental Health Competency Project Recommendations:

<http://www.cdc.gov/nceh/ehs/Corecomp/CoreCompetencies.htm#Part2>

___ Epidemiologists, Competencies for Applied Epidemiologists in Governmental Public Health Agencies (AECs):

<http://www.cdc.gov/appliedepicompetencies/index.html>

___ Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN), and the Dietetic Technician, Registered (DTR) or Nutrition and Dietetics Technician, Registered (NDTR), Essential Practice Competencies for CDR Credentialed Nutrition and Dietetics Practitioners <https://www.cdrnet.org/competencies>

___ International Board Certified Lactation Consultation (IBCLC)

<http://iblce.org/wp-content/uploads/2013/08/clinical-competencies.pdf>

___ Certified Lactation Counselor

<https://www.alpp.org/index.php/scope-of-practice/scope-practice-clc>

___ Maternal and Child Health

<https://www.nwcp.org/training/opportunities/maternal-child-health-leadership-training/competencies>

___ Informatics, Competencies for Public Health Informaticians:

<http://www.cdc.gov/informaticscompetencies/pdfs/phi-competencies.pdf> (page 16 of 20)

___ Administrative Support Professionals Competency Framework:

http://www.exec.gov.nl.ca/exec/hrs/learning_and_development/pdf/AdministrativeCompetencyFramework.pdf (pages 7-10)

Other:

Program-Specific Competencies are determined by CCCHD program management and are under constant revision, which will be clarified during orientation and probation period of the new employee.