

NOTICE OF AN OPEN POSITION

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

Position Title: Full-time Health Equity Coordinator
Department: Nursing
Immediate Supervisor: Director of Nursing
Beginning Salary: \$19.29 per hour - 3.5% increase upon successful completion of probation
Date Issued: November 15, 2022
Filing Deadline: Open Until Filled

CCCHD is committed to building a culture of excellence, equity and diversity and welcomes applications from historically underrepresented communities, such as black, indigenous or people of color (BIPOC), who will contribute to the diversification and enrichment of perspectives.

Qualifications: Requires a bachelor's degree from an accredited college or university in public health or systems planning, health promotion or health education. Other combinations of similar experience and education will be considered. Bachelor's degrees include but are not limited to Bachelor of Public Health, Health Equity, Sociology, Health Promotion, Population Health, or Social Work. Preference will be given to persons with a bachelor's degree from an HBCU* or other accredited college or university with skills in public health or systems planning, health promotion or health education.

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/nicotine free position.

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

**HBCU: Historically Black College or University*



529 East Home Road
Springfield, OH 45503

Clark County Combined Health District (CCCHD)

Page 1 of 3

Position Description An Equal Opportunity Employer

Position Title:

Health Equity Coordinator– Public Health

Division:

Nursing

Pay Grade:

19

Non-Exempt:



Exempt:



Classified:



Unclassified:



Immediate Supervisor:

Director of Nursing

Positions Supervised:

None

QUALIFICATIONS

CCCHD is committed to building a culture of excellence, equity and diversity and welcomes applications from historically underrepresented communities, such as black, indigenous or people of color (BIPOC), who will contribute to the diversification and enrichment of perspectives.

Preference will be given to persons with a Bachelor's degree from an HBCU* or other accredited college or university with skills in public health or systems planning, health promotion or health education.

- Other combinations of similar experience and education will be considered; preference will be given to individuals with additional education, training or experience in public health, health promotion or similar field; alternate degrees include but are not limited to Health Equity, Public Health, Sociology, Health Promotion, Population Health, Social Work.

Passionate about understanding diversity, equity, inclusion and improving health equity; ability to examine and address own biases and beliefs; excellent interpersonal, critical thinking and organizational skills; ability to manage multiple projects or tasks simultaneously; ability to collaborate with others within a team environment, as well as work effectively independently; technology literate and working knowledge of applications such as Word, Excel, PowerPoint; ability to work effectively with a range of needs, behaviors and educational and/or professional levels of colleagues, peers and community partners; ability to view systems through a health equity lens; supportive of person centered planning and shared decision making processes.

Reliable and insured transportation is necessary to navigate the meetings and encounters of this position.

*HBCU: Historically Black College or University

LICENSURE OR CERTIFICATION REQUIREMENTS

Maintain current and appropriate licensure or certification as indicated by specific program requirements.

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: Health Equity Coordinator

ESSENTIAL FUNCTIONS OF THE POSITION

100%

The ability for community members to influence policies is critical when addressing structural elements that contribute to health disparities and racism. This position focuses on strengthening relationships, listening to the community, and viewing community and systems planning through a health equity lens.

Work closely with internal and external partners on the development, implementation and evaluation of projects and duties in a team-based approach:

- Participate in the Clark County Community Health Improvement Steering Committee, which is responsible for oversight and advisement to the Health Improvement Planning project.
- Participate in Start Strong, a coalition for infant vitality, and the associated workgroups related to access to care
- Participate in Clark County's Health Equity Taskforce and the associated work with trauma recovery.
- Participate in a taskforce or a collaboration related to the barriers to safe and affordable housing.
- Participate in a taskforce or collaboration related to chronic health conditions

Remain engaged and current regarding forces of change in the community:

- This may include participation, attendance and listening at:
 - City and County Commission meetings.
 - Coalitions such as the Latino Coalition and the Haitian Coalition
 - The Links, NAACP, or other similar groups working towards health equity
- Routinely give report at CCCHD's Administration Team meetings and or provide updates to staff via email.

Design and/or coordinate activities to eliminate health disparities and inequities:

- Identify and select a priority issue where disparities are evident (i.e., health screenings, premature loss of life, infant mortality) and lead the collaborative creation, implementation, and evaluation of an action plan to address the selected issues.
- Create presentations and seek out opportunities to speak with coalitions, government agencies, organizations, to advocate for fair and equitable policies and practices.
- Partner with Faith Community Nursing program, support projects, participating when applicable.

Contribute to the sustainability and advancement of dedicated resources for Health Equity:

- Write, manage related grants, including all reporting and data analysis requirements. Conduct financial and programmatic tracking and reporting, communicate with funding sources, complete necessary documentation.
- Research new funding opportunities; submit proposals; collect and analyze data; and obtain other supporting documentation as needed.
- Design and develop a Racial Equity Team among Health District staff in order to aide in organizational plans. Develop an organizational action plan to normalize, organize and operationalize change to advance racial equity. Maintain and operationalize the CCCHD Culturally and Linguistically Appropriate Services (CLAS) plan.
- Plan, develop, implement and evaluate trainings for internal staff as well as external partners.
- Activities of the position should support growth of Local Health Department and encompass the Health Equity Core Competencies within the Public Health Accreditation Board.
- Develop or maintain knowledge of public health practice and community engagement.



Clark County Combined Health District (CCCHD)

Job Description Title: Health Equity Coordinator

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.

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, including Microsoft Word, Excel, Power Point, Outlook and Publisher. 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: None

Charles A. Patterson, Health Commissioner

Date

Signature of Employee

Date