

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



POSITION DESCRIPTION

Job Title	Health Planner I
Team	Administration
Supervisor	Deputy Health Commissioner
Director	Health Commissioner
Programs	Various
Funding Sources	Various
Civil Service and FLSA Status	Non-exempt, Classified
Appointment Status	Full-time
Grade/Classification	19; \$19.29 to start +3.5% upon successful completion of probation
Insurance Benefits	Eligible for full-time benefits
Leave Benefits	Eligible for vacation, sick, personal, holiday
Regular Hours	40

JOB SUMMARY

The Health Planner I position is responsible for managing grants for various public health programs, ensuring compliance with funding requirements, and coordinating program activities. This role involves engaging with the community to promote public health initiatives, providing support to other grant-funded programs, and collaborating with partners to improve health outcomes. The position will also monitor program progress, prepare reports, and assist in the development of health promotion strategies to meet the needs of diverse populations.

EDUCATION & QUALIFICATIONS

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 preferred.

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

ESSENTIAL FUNCTIONS

Serve as a 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.
- Coordinate and evaluate programs, 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.
- Conduct financial and programmatic tracking and reporting, communicate with all funding sources, complete all necessary documentation, and oversee/monitor all related projects/activities.
- Research new funding opportunities; submit proposals; collect and analyze data; and obtain other supporting documentation as needed.

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- Serve as a resource to the community and other organizations/agencies.

Community Engagement and Collaboration:

- Collaborate with external community partners through workgroups, committees, or taskforces to coordinate CCCHD programming or response to an identified health issue.
- Participate in or convene community committees, work events and special projects, and develop materials/presentations. Answer public health-related inquiries and maintain regular contact with partners.
- Facilitate communication with internal agency partners through participation in division meetings, agency trainings, exercises, or drills.

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

The Health Planner I position will support a variety of public health programs that include but are not limited to:

- Tobacco Use Prevention and Cessation
- Adolescent Health/Trauma Informed Care
- Drug Overdose Prevention through the facilitation of harm reduction program activities (will include evening hours)

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

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ORGANIZATION OVERVIEW

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety.

CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter, resume, and completed application to:

Shannon Hackathorne Administrative Assistant to the Health Commissioner & HR Specialist

shackathorne@ccchd.com

Clark County Combined Health District
Administrative Offices at 529 East Home Road
Springfield, Ohio 45503

Applications will be accepted on a continuous basis until the position is filled.