

# **NOTICE OF AN OPEN POSITION**

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

Position Title: Health Equity Coordinator  
Department: Nursing & Health Promotion  
Immediate Supervisor: Director of Nursing  
Beginning Salary: \$24.49 per hour - 3.5% increase upon successful completion of probation  
Date Issued: July 20, 2021  
Filing Deadline: Open Until Filled

Full time position. Requires a Bachelor's degree from an accredited college or university and a minimum of three (3) years of experience in public health or systems planning, health promotion or health education. Other combinations of similar experience and education will be considered. Bachelor 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 individuals with additional education, training or experience in public health, health promotion or similar field. Examples of additional education include Master of Public Health, Master of Population Health Management. Must be able to demonstrate the ability to view systems through a health equity lens. Ability to communicate effectively in written and oral form. Valid driver's license required.

For further information and a job description, please visit [www.ccchd.com](http://www.ccchd.com).

Applications may be obtained at [www.ccchd.com](http://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](mailto: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 Equity Coordinator– Public Health

**Division:** Nursing/Health Promotion

Pay Grade:	<input type="text" value="25"/>		
Non-Exempt:	<input checked="" type="checkbox"/>	Exempt:	<input type="checkbox"/>
Classified:	<input checked="" type="checkbox"/>	Unclassified:	<input type="checkbox"/>

**Immediate Supervisor:** Director of Nursing

**Positions Supervised:** None

### QUALIFICATIONS

Position requires a Bachelor’s degree from an accredited college or university and a minimum of three (3) years of experience 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.
- Degrees include but are not limited to Health Equity, Public Health, Sociology, Health Promotion, Population Health, Social Work.

Candidates must be able to demonstrate the ability to view systems through a health equity lens.

Ability to communicate effectively in written and oral form.

Valid driver’s license.

### 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**

<p style="text-align: center; vertical-align: middle;">75%</p>	<p>Though employed by CCCHD, this person works on behalf of the efforts of the Community Health Improvement Plan (CHIP) and its Steering Committee. This person is a liaison between community planning/policy groups and grass roots/community conversations.</p> <p>Positional authority and the ability for community members to influence policies, is critical when addressing structural elements that contribute to health disparities. This position focuses on strengthening relationships, listening to the community, and viewing community planning through a health equity lens.</p> <p>Work closely with internal and external partners on the development, implementation and evaluation of projects and duties in a team-based approach:</p> <ul style="list-style-type: none"> <li>• Participate in the Clark County Community Health Improvement Steering Committee and a minimum of two (2) associated taskforces.</li> <li>• Actively participate in the leadership of the Health Equity Taskforce.</li> <li>• Participate in at least two (2) Clark County collaborative or planning efforts regarding housing, employment or transportation.</li> <li>• Research and evaluate the potential role of certified Community Health Workers considering health equity efforts in Clark County.</li> </ul> <p>Remain engaged and current regarding forces of change in the community:</p> <ul style="list-style-type: none"> <li>• Attendance at City and County Commission meetings.</li> <li>• Participation or partnership with no less than three community groups (i.e., NAACP, the Black Coalition, the Latino Coalition) pending invitation.</li> <li>• Evaluate and report on access to care in Clark County.</li> </ul> <p>Identify specific issues where disparities are evident (i.e., screenings, premature loss of life, infant mortality); prioritize issues and lead the collaborative creation, implementation, and evaluation of an action plan to address the selected issues.</p> <p>Assist with data collection and analysis and regarding health disparities and causative factors including social determinants of health.</p> <p>Contribute to the sustainability and advancement of dedicated resources for Health Equity:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Research new funding opportunities; submit proposals; collect and analyze data; and obtain other supporting documentation as needed.</li> </ul>
<p style="text-align: center; vertical-align: middle;">25%</p>	<p>Internal-facing responsibilities of the position include:</p> <ul style="list-style-type: none"> <li>• Transform programs and services within CCCHD to reflect the National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care with goal to reduce and eliminate health and racial disparities.</li> <li>• Participate as member of the Administrative Team. Facilitate communication with internal partners through participation in division meetings, agency trainings, exercises or drills.</li> </ul>



**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: Health Planner 1, Health Planner II**

\_\_\_\_\_  
**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](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:

X **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](http://www.cdc.gov/phpr/capabilities/DSLRCapabilities_July.pdf)

X **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](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](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](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.