

NOTICE OF AN OPEN POSITION

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

Position Title: Health Planner 1
Department: Nursing & Health Promotion
Immediate Supervisor: Health Planning Supervisor
Beginning Salary: \$18.50 per hour - 3.5% increase upon successful completion of probation
Date Issued: December 2, 2020
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 Planner I: Creating Healthy Communities

Division: Nursing

Pay Grade: 19
Non-Exempt: Exempt:
Classified: Unclassified:

Immediate Supervisor: Health Planner Supervisor

Positions Supervised: None

QUALIFICATIONS (Examples of acceptable qualifications.)

Position requires a Bachelor's degree from an accredited college or university.
Bachelor degrees include 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.

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 Planner I

ESSENTIAL FUNCTIONS OF THE POSITION (JOB DUTIES in order of importance for purposes of 42 USC 12101)

<p>90%</p>	<p>Serve as Project Coordinator for specified projects and/or programs</p> <p>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.</p> <p>Write and assess grants and manage multiple grants, including 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. Research new funding opportunities; submit proposals; collect and analyze data; and obtain other supporting documentation as needed.</p> <p>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.</p>
<p>10%</p>	<p>Collaborate with internal agency partners through workgroups, committees or taskforces to coordinate CCCHD programming or response to an identified health issue.</p> <p>Facilitate communication with internal agency partners through participation in division meetings, agency trainings, exercises or drills.</p> <p>Support the agency's public information and crisis communication activities through collaboration with the agency's primary Public Information Officer to maintain and implement the Communications Plan. Available by phone 24/7 to consult or assist in crisis communication or response.</p>
<p>Project Specific Items (if applicable)</p>	<p>This position is for the Creating Health Communities (CHC) project. The scope of work is specifically designed to improve population health while addressing health equity in populations experiencing health disparities. Through partnership with coalition members and other community organizations, the CHC Coordinator will work at a systems level to impact healthy eating and active living strategies in the community, school, and worksite settings.</p>



Clark County Combined Health District (CCCHD)

Job Description Title: Health Planner I

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.

*Safety practices and procedures. *Agency policies and procedures. *Agency goals and objectives. English grammar and spelling. Records management.

MINIMUM ACCEPTABLE CHARACTERISTICS (* Indicates developed after employment.)

Use of modern office equipment and software, including Microsoft Word, Excel, Power Point, Outlook and Publisher.
Motor vehicle operation. Problem solving skills.

SKILL IN

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