

NOTICE OF AN OPEN POSITION

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

Position Title: Communications Coordinator
Department: Nursing & Health Promotion
Immediate Supervisor: Health Planning Supervisor
Beginning Salary: \$17.65 per hour - 3.5% increase upon successful completion of probation
Date Issued: January 28, 2020
Filing Deadline: Open Until Filled

Full time position. Position requires a Bachelor's degree from an accredited college or university: Bachelor's degree in Communication, Marketing, Journalism, English or related field; previous experience in Public Health preferred **OR** Bachelor's degree in Health Education, Community Health Education, Bachelor of Arts in Public Health, Bachelor of Science in Public Health or related field; previous experience in Communication or Marketing preferred. Preference will be given to individuals with education, training or experience in Public Health, Health Promotion or similar field. 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:

Division:

Pay Grade:

Non-Exempt: Exempt:

Classified: Unclassified:

Immediate Supervisor:

Positions Supervised:

QUALIFICATIONS (Examples of acceptable qualifications.)

Position requires a Bachelor's degree from an accredited college or university:
 Bachelor's degree in Communication, Marketing, Journalism, English or related field; previous experience in Public Health preferred
OR Bachelor's degree in Health Education, Community Health Education, Bachelor of Arts in Public Health, Bachelor of Science in Public Health or related field; previous experience in Communication or Marketing preferred.
 Preference will be given to individuals with education, training or experience in Public Health, Health Promotion or similar field.

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.)

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: Communication Coordinator 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>The Communication Coordinator will coordinate the agency's provision of accurate, accessible and culturally competent information to the public on health risks, health behaviors, disease prevention and wellness. They will support, monitor and evaluate an agency wide comprehensive public health communication plan. They will coordinate with staff on the marketing and communications needs of program areas including promotion of community participation and feedback. They will ensure communication strategies address specific populations at higher risk for poor health outcomes; include analysis of factors that contribute to the higher health risks, as well as health equity indicators.</p> <p>The Coordinator will maintain and update internal and external communication by collecting and curating content from all program areas to share in multiple formats. As part of the regular duties, they will provide trainings and updates to staff on communication and media issues. The Coordinator will also maintain and implement the agency's brand strategy.</p> <p>The Coordinator will act as the lead Public Information Officer and will be responsible for writing media releases, responding to media requests and may serve as liaison and spokesperson with the local media on breaking stories, news features, and public information campaigns. The Coordinator will be available by phone 24/7.</p> <p>The Coordinator will be responsible for creation of social media and website as well as other marketing content. They will be responsible for management of social media accounts and some website pages.</p>
<p>10%</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>Facilitate communication with internal agency partners through participation in division meetings, agency train-ings, exercises or drills.</p> <p>Participate in Administrative Team meetings and activities.</p>
<p>Project Specific Items (if applicable)</p>	<p>_____</p> <p>The Coordinator will be responsible for Tobacco Use Prevention and Cessation grant deliverables related to communication and marketing.</p> <p>_____</p> <p>As part of the Public Health Emergency Preparedness grant, the Coordinator is responsible for participating in emergency exercises, emergency plan revisions and required trainings.</p> <p>_____</p>



Clark County Combined Health District (CCCHD)

Job Description Title: Health Planner I_ Overdose Prevention

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 Adobe Design Suite. 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.

Graphic design skills are preferred.

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 to be 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/DSLR_capabilities_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_Compencies.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

Injury Prevention, Core Competencies for Injury and Violence Prevention

[https://www.safestates.org/page/CoreCompetencies#Core Competencies for Injury and Violence Prevention](https://www.safestates.org/page/CoreCompetencies#Core%20Competencies%20for%20Injury%20and%20Violence%20Prevention)

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>

Int. Board Certified Lactation Consult (IBCLC) <https://iblce.org/wp-content/uploads/2018/12/clinical-competencies-2018.pdf>

Certified Lactation Counselor <https://www.alpp.org/scope-of-practice/scope-practice-clc>

Informatics, Competencies for Public Health Informaticians: http://www.nwcphp.org/documents/training/tools-resources/informatics_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.