



POSITION AVAILABLE

Position: Healthy Living Supervisor
Department: Chronic Disease Prevention
Office: Health Promotion

Posting Date: December 12, 2019
Hours: Full-time, M - F 8 am - 4:30 pm
Starting Salary: A55/1 \$30.73- \$42.25/Hour
\$63,918.40 - \$87,880.00/Annual

Minimum Qualifications:

- A Bachelor's degree in Public Health, Health Education or related field with five years of related supervisory experience; Proficient with MS Office Suite
- Current valid Ohio driver's license & access to a motor vehicle

Preferred Qualifications:

- A Master's degree in Public Health, Health Education or related field with three years of related supervisory experience.

Responsibilities include but not limited to:

- Directs, coordinates and supervises activities related to the development and evaluation of the agency's Healthy Lifestyle initiatives; Coordinates with administration and staff to develop programs and activities based on best practices; Aids in the development of program goals, objectives, workplans, logic model.
- Directs, supervises, and evaluate performance of staff; coordinates with staff to develop goals and objectives to ensure desired outcomes are achievable; Aid staff in resolution of problems; analyze staff needs and recommends personnel actions; Acts as a liaison between staff and administration.
- Conducts regular staff observations and meetings; Provide training and orientation of staff.
- Coordinates and contributes in budget and contract activities for assigned staff; monitors program budget and makes recommendation; Prepares financial and programmatic reports to sources of funding and others.
- Provides leadership and collaborates with individuals and community agencies to promote Healthy Lifestyle initiatives; Foster positive working relationships with community groups and other agencies to coordinate programs to better serve the community; Conducts community outreach and program referrals.
- Co-leads the development of marketing efforts to promote the Healthy Lifestyle Programs by working directly with staff, Public Information, and the Joint Information Center and implements tactics as needed for internal and external audiences; Update educational material as needed.
- Prepares and submit periodic status reports for Healthy Lifestyles programs and initiatives. Manages critical timelines and interaction between community, government, private sector and non-profit entities.
- Completes special projects as assigned; prepare reports; ensure quality of service for new and existing programs.
- May be required to play an active role during a public health emergency, crisis, outbreak, incident. This may include changes in responsibilities and working locations/hours.

PHDMC provides a quality, affordable and competitive healthcare benefits package, including the following:

- Health, Dental, Vision Insurance
- Vacation, sick and personal leave
- Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)

How to apply:

- Complete the application found on our website: www.phdmc.org/about/employment-postings.
- Fax, email, or deliver the completed application to Human Resources at:
Public Health – Dayton & Montgomery County
117 South Main Street, 2nd Floor
Dayton, Ohio 45422
Fax (937) 496-3070
humanresources@phdmc.org

Closing Date to Apply: January 13, 2019 or until position is filled

Position is subject to a criminal background check.

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").