



## POSITION AVAILABLE

**Position:** Health Education Specialist  
**Department:** Chronic Disease Prevention/  
Healthy Lifestyle Initiatives  
**Office:** Health Promotion

**Posting Date:** June 23, 2020  
**Hours:** Full-time, M - F 8 am - 4:30 pm  
**Starting Salary:** \$21.36/hour - \$29.38/hour  
\$44,428.80 - \$61,110.40/Annual  
*\*salary commensurate with experience*

### **Minimum Qualifications:**

- Bachelor's Degree in Health Education or School Health Education, Public Health Education, or Community Health Education, or a degree and coursework which meet the educational requirements set forth by the National Commission for Health Education Credentialing, Inc. (NCHCEC) to become a Certified Health Education Specialist (CHES).
- Proficiency with MS Office Suite.
- Effective written and oral communication skills
- Current valid Ohio driver's license & access to a motor vehicle

### **Preferred Qualifications:**

- Master's Degree in Public Health or a similar field from an accredited institution.
- Obtain Certification as a Health Education Specialist (CHES) by the National Commission for Health Education Credentialing (NCHCEC) within one year of employment.

### **Responsibilities include but not limited to:**

- Developing policies and strategies for promoting healthy outcomes at the local and regional level; Researches, develops and implements evidence and population based interventions which support health promotions, chronic disease risk reduction strategies and health equity; Supports and facilitates a wide range of agencies and communities in their delivery of health promotions activities.
- Develops and supports local partnerships to broaden the local response to healthy outcomes and health inequalities;
- Develops the health awareness of individuals, groups and organizations and empowering them to make healthy choices;
- Leads, supports, multi-agency projects to promote a healthy context or social environment;
- Advocate for increased recognition of preventative and promotional measures that can have a positive impact on the health of individuals or communities.
- Collect and analyzes data to improve the health of individuals and the community; Identifies training needs from strategic and local agendas and develops and delivers appropriate training; Develops preventative or promotional materials that have a positive impact on the health of individuals and the community; Conducts public speaking and audio-visual programs for community groups, agencies and schools.
- Responsible for compliance with grant requirements as required; Prepares and submit periodic reports to comply with grant requirements including expenditure reports;
- Maintains electronic files and documentation; May participate in budget development and planning; Assist with grant writing as required.
- Evaluate the effectiveness of educational efforts and prepares reports.
- Assess program outcomes; Assists program supervisors in disseminating information regarding specific programs and in completing requirements for specific grants.
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working 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
- Eligibility to contribute to a Deferred Compensation Program
- Membership with Ohio Public Employees Retirement Systems

### **How to apply:** Submit a resume, and complete the application found on our website: [www.phdmc.org/about/employment-postings](http://www.phdmc.org/about/employment-postings).

- Fax, email, or deliver the completed application and resume to Human Resources at:  
Public Health – Dayton & Montgomery County  
117 South Main Street, 2<sup>nd</sup> Floor  
Dayton, Ohio 45422

Fax (937) 496-3070  
[humanresources@phdmc.org](mailto:humanresources@phdmc.org)

**This a Levy Funded position and the Closing Date to Apply: July 8, 2020 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").**