Public Health
Prevent. Promote. Protect.
Dayton & Montgomery County

Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2nd Floor, Dayton, Ohio 45422
(937) 225-4406 • Fax (937) 496-3070
Email: humanresources@phdmc.org • www.phdmc.org
Facebook/Twitter: @PublicHealthDMC • LinkedIn: @public-health-dayton-&-montgomery-county

POSITION AVAILABLE

Position: Men's Health Supervisor
Department: Chronic Disease Prevention
Office: Health Promotion

Posting Date: June 23, 2020
Hours: Full-time, M - F 8 am - 4:30 pm
Starting Salary: A50/1 $27.60 - $37.92/Hour
$57,408- $78,873.60/Annual
salary commensurate with experience

Minimum Qualifications:

- A Bachelor's degree in Public Health or related field with five years progressively responsible experience including 3 years coordination or supervisory experience; 2 years' experience in Project Management.
- Current valid Ohio driver's license & access to a motor vehicle

Preferred Qualifications:

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

Responsibilities include but not limited to:

- Coordinates the design, implementation, and evaluation of Men's Health Initiative Program; Monitors outcomes and effectiveness of Men's Health Initiative Programs; Oversee implementation of Every Parent Matters Program (EPMP) grant deliverables; Supervises and evaluates performance of staff; Coordinates with staff to develop goals and objectives of program; Conducts staff meetings; Acts as liaison between staff and administration; Recommend personnel actions. Conducts individual meetings with staff.
- Co-Leads Community Health Improvement Plan (CHIP) workgroup; Co-Lead fatherhood coalition; Recruits members for committees; Conducts training and orientation of new team members to committee; Updates training documents as needed; Schedule and conduct regular meetings with Office Strategic Initiatives (OSI) staff; Attend grant related meetings and other meetings as necessary.
- Serves as the primary liaison at meetings and on committees related to Men's Health and Every Parent Matters Program; Actively serve on internal and external coalitions and working groups; Schedules, facilitates, leads committee meetings; ensures committee(s) compliance with Accreditation, standard protocols, including ORC codes, and /or grant deliverables.
- Foster working relationships with community groups and other agencies to collaborate on Men's health work; Coordinates programs to better serve the community; Conducts community outreach and program referrals. Serves as a resource person for the community, staff, and stakeholders.
- Coordinates and participates in budget activities; Monitors program budget and makes recommendations; Prepares financial and programmatic reports to sources of funding and other grants. Develops minutes and written reports, grant proposals, and documentation pertaining to the Men's Health Initiatives and Every Parent Matters Program.

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 and resume 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: 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").