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: Supervisor Bureau Maternal Child Health
Department: Maternal and Child Health
Office: Health Promotion

Posting Date: November 16, 2020
Hours: Full-time, M - F 8 am - 4:30 pm
Starting Salary: D61: $34.14/Hour*
$71,011.20/Annual*
**Salary commensurate with Relevant Work Experience*

Minimum Qualifications:

- Master's Degree in Public Health, Nursing, Health Administration or related field with five to seven years of related supervisory experience
- Bachelor's degree in Public Health, Health Administration, Nursing with related seven years of related supervisory experience
- Current valid Ohio driver's license & access to a motor vehicle

Preferred Qualifications:

- Experience in working with maternal and child health services experience is a plus.

Responsibilities include but not limited to:

- Responsible for directing, planning, and supervising staff assigned to a broad scope of services provided by the Maternal and Child Health Programs
- Ensures program goals and objectives are obtained
- Evaluates program requirements to ensure services/programs are meeting the needs of the community and vulnerable population
- Oversees and directs the development of the Bureau's strategic plan
- Provides administrative oversight for compliance with Ohio Department of Health and ensuring grant requirements are met
- Meets with supervisors to ensure integration of service delivery and program requirements are met
- Completes performance evaluations, determine goals and objectives for staff and monitoring performance
- Handles employee problems and makes recommendations for appropriate level of discipline if needed
- Consults with Office Director regarding policy development, planning, coordination of service and other public health issues
- Oversees budget and fiscal activities
- Researches potential funding opportunities and coordinates new department initiatives
- Serves on community committees which include serving on the Child Fatality Review Board, EveryOne Reach One Maternal and Infant Vitality Task Force, Fetal Infant Mortality Review team and the Community Action Team and represent the agency
- Will 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
- Membership with Ohio Public Employees Retirement Systems (OPERS)

How to apply: Complete the application found on our website:
https://www.phdmc.org/agency-publications/13-phdmc-employment-application-packet/file

- 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: December 7, 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").