



POSITION AVAILABLE

Position: Student Wellness and Success Project Manager
Department: Chronic Disease/Healthy Living
Office: Health Promotion

Posting Date: September 23, 2021
Hours: Full-time, M - F 8 am - 4:30 pm
Starting Salary: C42 \$27.80 - \$31.00/hour
\$57,824.00 - \$64,480/Annual
**salary commensurate with experience*

Minimum Qualifications:

- Bachelor's degree in Public Administration, Health Education, Public Health, or related field; Two years in planning, developing and/or implementing community-based health promotion initiatives.
- Experience with computer applications/software, including MS Office Suite.
- Current Valid Ohio driver's license and access to a motor vehicle

Responsibilities include but not limited to:

- Identify and recruit childcare centers to increase nutrition and/or physical activity through the Ohio Healthy Program (OHP); Schedule and conduct technical assistance, content leadership. Implementation and operational coordination to projects within the Ohio Healthy Program (OHP) grant; Administer assessment to childcare centers and works with Epidemiologist in analyzing data. Conduct trainings and other educational- focused sessions to increase community awareness of health status of children; Support childcare providers in accomplishing required goals and objectives to obtain designation.
- Establish new partnerships with individuals and agencies; Serve as a liaison and outreach to community members and various agencies to increase public and professional awareness of Ohio Healthy Programs and cultural, safety and health system factors which impacts the health of children and youth; Participate as a member of the Healthy People Branch of the Food Equity Coalition.
- Coordinates the programmatic and fiscal aspects of local, state, and federal grants which support grant deliverables; Assure compliance with grant requirements; Assist with obtaining funding for new or expanded projects consistent with the goals and objectives for Chronic Disease Prevention; Submit requests for supplies and materials; Maintain and perform periodic review of unit inventory.
- Prepare and submit all necessary reports as required by the Ohio Healthy Programs grant; Manages critical timelines and interaction between community, government, private sector, and non-profit entities; Record and maintain minutes and all other documentation of meetings and activities; Participate in budget development, planning, and monitoring expenditures; Maintain electronic files and documentation; Completes special projects as assigned.
- Required to play an active role during a public health emergency, crisis, outbreak, incident, or event in which the Health Commissioner deems additional personnel resources are warranted. This may include changes in responsibilities and working locations / hours.

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

- Health, Dental, Vision Insurance
- Vacation, sick and personal leave, Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program

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 Fax (937) 496-3070

117 South Main Street, 2nd Floor

humanresources@phdmc.org

Dayton, Ohio 45422

This is a Grant Funded position and the Closing Date to Apply is: October 24, 2021

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 addictions 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).