



POSITION AVAILABLE

Position: Health Education Specialist I/II (Women’s Health Initiatives)

Department: Maternal and Child Health

Office: Health Promotion

Posting Date: July 8, 2022

Hours: Full-time, M - F 8:00 am – 4:30 pm

Starting Salary: B23 \$22.21 - \$31.08 per/ Hour

\$46,196.80 - \$64,646.40 /Annual

B24 \$23.85 - \$33.37 per/ Hour

\$49,608 - \$69,409.60/Annual

***salary commensurate with experience*

Minimum Qualifications:

- Bachelor’s Degree in Public Health, Maternal and Child Health, Women’s Health, Social Work or related health and human services field.
- 2 years’ experience in health program delivery (program implementation, program coordination, program monitoring & evaluation).
- 2 years’ experience in project development and management.
- Current valid Ohio Driver’s License and access to a motor vehicle
- Required to play an active role during a public health emergency, crisis, outbreaks, incident, or event in which the Health Commissioner deems additional changes in responsibilities and working locations/hours.

Preferred Qualifications:

- Master’s Degree in Public Health or a similar field from an accredited institution.
- Experience in coordination of services that impact maternal, infant, and child health.
- Obtain Certification as a Health Education Specialist (CHES) by the National Commission for Health Education Credentialing (NCHEC) within 6 months of employment.

Responsibilities include but not limited to:

- Lead, coordinate, design, and implement women’s preconception health and inter-conception health interventions; supports programmatic and administrative aspects of peer support initiatives for pregnant and postpartum women.
- Advocate and problem solve on behalf of women and institutions supporting the improvement or expansion of preconception care, inter-conception care and peer-support services.
- Analyze activities and project operations to ensure established standards/outcomes and Accreditation requirements are achieved and adhered to.
- Lead advisory team meetings; provides leadership and collaborate with individuals and community agencies to promote women’s health initiatives.
- Monitor and track project outcomes, performance measures, and recommends changes to meet current need; support supervisors in the resolution of special problems/concerns.
- Prepare and submit grant reports, expenditure reports, periodic status reports for maternal child health programs and initiatives.
- Manage critical timelines and interaction between community, government, private sector, and non-profit entities; participates in budget development, planning and monitoring expenditures.
- Maintain electronic files and documentation; completes special projects as assigned.
- Coordinate the programmatic and fiscal aspects of local, state, and federal grants that support the work of the coalitions and the Community health Improvement Plan (CHIP) and the Community Health Assessment (CHA); assure coalitions and CHIP/CHA’s compliance with grant requirements.
- Assists with obtaining funding for new or expanded projects consistent with the Coalitions and the CHIP/CHA’s goals and objectives.

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

- Vacation, sick and personal leave, Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligible to contribute to a Deferred Compensation Program (Section 457 plan)

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

humanresources@phdmc.org

(937) 496-3070

This is a Grant Funded position and the Closing date to apply is: July 31, 2022, 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.

Applicants who do not support and promote Public Health evidence-based and evidence-informed public health practices shall not be considered for a position with Public Health.

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”).