



**RE-POST**

**POSITION AVAILABLE**

**Position:** Maternal and Child Health Senior Manager  
**Office:** Health Promotion  
**Department:** Maternal and Child Health

**Posting Date:** August 24, 2022  
**Hours:** Full-time, M - F 8 am - 4:30 pm  
**Starting Salary: D61:** \$34.65 - \$52.03/ Per Hour\*  
\$72,072.00 - \$108,222.40/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
- Required to play an active role during a public health emergency, crisis, outbreak incident, or event which the Health Commissioner deems additional changes in responsibilities and working hours.

**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
- Research 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

**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/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)

**Closing date to Apply:** September 23,2022 or until position 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”).**