



## EMPLOYMENT OPPORTUNITY MADISON COUNTY PUBLIC HEALTH COMMUNITY HEALTH COORDINATOR

**Job Title:** Community Health Coordinator  
**Division:** Administration  
**Programs:** Ohio Safe Communities, Community Health  
**Civil Service & FLSA Status:** Classified, Non-Exempt  
**Hours & Benefits:** 40 Hours Per Week, Eligible for Full Benefits  
**Date Posted:** January 10, 2019  
**Expires:** Open Until Filled

### **JOB SUMMARY**

Madison County Public Health (MCPH) is seeking a Community Health Coordinator (CHC) for Community Health Programs and the Ohio Safe Communities Program. This position is 40 hours per week and is responsible for assessing community health needs, planning and coordinating population-based health initiatives, seeking grant opportunities and donation sources, communicating public health messages via various media outlets, and for planning and delivering the Ohio Safe Communities program. The CHC works with community partners to implement, monitor, and report on Community Health Assessments and Community Health Improvement Plans. This position is funded through grants and a public health levy. MCPH offers full benefits, excellent retirement through Ohio PERS, and a relaxed work environment.

### **ESSENTIAL FUNCTIONS**

The CHC manages and implements the Ohio Safe Communities grant program; provides car seat safety and installation checks; coordinates the Community Health Assessment with community partners; coordinates, implements, monitors, and reports on the Community Health Improvement Plan and associated task forces; researches, develops, and implements evidence-based, population-based community health programs; provides health education in a variety of settings and to diverse audiences; prepares and revises informational brochures, outreach materials, newsletters, and annual reports; coordinates and disseminates public health information to media outlets, social media, and the agency's website; serves as the public information officer; represents the agency at community functions, meetings, and on committees; assists in the search for and application of grants and donations; assists with public health accreditation; and participates in emergency preparedness exercises.

### **EDUCATION AND EXPERIENCE**

This job requires a bachelor's degree, preferably in a health or communication-related field. A master's degree in public health (MPH) or another related field is preferred. Previous experience working in a local health department setting is preferred. Experience with public health accreditation and grants is strongly preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, social media (including but not limited to Facebook, Twitter, Instagram, and YouTube) and internet research; ability to compile, consolidate and summarize information; English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work

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Chris Cook, MPH, RS  
Health Commissioner

Dr. James Kaehr, MD  
Medical Director

Madison County Public Health  
306 Lafayette Street, Suite B, PO Box 467  
London, Ohio 43140 | Fax 740-852-5418



### Our Mission

We are committed to monitoring and responding to our community's health and wellness needs through innovative services, education, collaboration, and compassionate care.



## **KNOWLEDGE, SKILLS, AND ABILITIES** *(continued)*

independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a web-based reporting program for completing on-line reports; establish and maintain effective working relationships with other agency and organization representatives; perform effective public speaking to groups of varied interests and backgrounds and develop and deliver informative and persuasive presentations, counseling, and brief interventions. The job requires recordkeeping and reporting procedures; principles and practices of grant management and grant seeking; collection of data/research and analysis of statistics, design, implementation and evaluation of health-related programs. This job requires the ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements. This job requires working some evenings and weekends.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 35 pounds. May frequently be required to manipulate and install car seats in automobiles and climb inside automobiles.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners and travel between schools. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

## **ORGANIZATION OVERVIEW**

Madison County Public Health (MCPH) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. MCPH offers a relaxed, positive, and friendly work environment.

## **Interested applicants should send a cover letter, resume, and completed application to:**

Chris Cook, MPH, RS  
Health Commissioner

ccook@madisonpublichealth.org (subject: Community Health Coordinator Position)

Madison County Public Health  
PO Box 467  
London, OH 43140

Applications will be accepted on a continuous basis until the position is filled.

*Madison County Public Health is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce.*



**BASIC EMPLOYMENT APPLICATION  
MADISON COUNTY PUBLIC HEALTH  
Select a Position**

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**Name**

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**Address**

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**Phone**

**Email**

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**Current Employer**

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**Salary Requirements**

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**Date First Available for Work**

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**General Days and Times Best for a Telephone Interview**

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**General Days and Times Best for an In-Person Interview**

**Your resume must include, at a minimum, the following information:**

- 1. Education including degrees and dates**
- 2. Work history with position titles and job responsibilities including dates**
- 3. Relevant trainings/certifications and dates**
- 4. Relevant skills**