



Hancock Public Health

Your Recognized Leader in Population Health

Karim Baroudi, MPH, Health Commissioner

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Date Posted Internally and Externally: October 29, 2018

Position: Director of Health Promotion and Planning

General statement of duties:

Working under the direction of the Public Health Commissioner, the incumbent is tasked with improving individual and community health through the planning, development, and promotion of comprehensive programs, and activities which monitor, prevent, and track disease and injury, promote healthy lifestyles.

Incumbent will have the responsibility to ensure all Public Health Accreditation Board (PHAB) standards and domains are met, maintained, and continuously improved.

Required education, experience, and training:

- Must possess a Master's in Public Health (MPH), or in a closely related field of Nursing, or Human and Life Sciences from an accredited institution. Applicants with a combination of a Bachelor of Science degree (BS) in a related field and a five Years' experience as a communicable disease nurse, infection control specialist, epidemiologist, bioinformatic specialist, or as an Emergency Preparedness Planner will be considered as well.
- Extensive knowledge of administrative procedures, practices, and protocols.
- Excellent verbal and written communication skills.
- Ability to lead staff and professional teams
- Ability to establish and maintain cooperative working relationships with employees, officials, other agencies and the public

Preferred qualifications:

- Two years' experience working in public health leadership role either at the state or local level.

Additional requirements:

- Candidates must hold a valid Ohio Driver's license.
- Must have a baseline Ohio Bureau of Criminal Investigation (BCI)

Interested parties please submit resume to:

Hancock Public Health
Attn: Karim Baroudi
kbaroudi@hancockpublichealth.com
7748 County Road 140
Findlay, Ohio 45840

Resumes will be accepted until November 9, 2018



Hancock Public Health

Your Recognized Leader in Population Health

An Equal Opportunity Employer and Provider Serving All of Hancock County and the City of Findlay



Public Health
Prevent. Promote. Protect.

Job Title	Health Promotion and Planning Services Director	County	Hancock
Division	Health Promotion and Planning	Yearly Salary	\$65,000 - \$73,000
Supervisor	Public Health Commissioner	Position Type	Full-Time

Position Summary:

Working under the direction of the Public Health Commissioner, the incumbent is tasked with improving individual and community health through the planning, development, and promotion of comprehensive programs, and activities which monitor, prevent, and track disease and injury, promote healthy lifestyles. Incumbent will have the responsibility to ensure all Public Health Accreditation Board (PHAB) standards and domains are met, maintained, and continuously improved.

Essential Duties:

1	Serves as the Hancock Public Health Accreditation Coordinator;
2	Report to the Board on accreditation activities and accreditation status;
3	Creates, monitors, and evaluates performance standards for health educators, injury prevention coordinators, epidemiologists, and other public health outreach staff as assigned;
4	Assigns and supervises Health Promotion & Planning Services' staff in the performance of their duties;
5	Research, writes, and manages grants, relevant to their area of expertise;
6	Manages and oversees grant related activities. Assists Leadership and Staff in writing, and submitting proposals, in preparing grant status reports to funders, and ensures contracts outlined in grant are completed and work tracked;
7	Assist the Health Commissioner in preparing media releases and being able to represent the agency before community groups;
8	As directed by the Health Commissioner, participates in community collaborative efforts, promotes cooperation between regional, county and city groups to promote health and welfare of citizens.
9	Responsible for maintaining Incident Command Training for 24/7 emergency response for public health emergencies.
10	Participates in training and drill for potential public health emergency. May be asked to be incident commander depending on the type of a public health emergency.
11	Participates with the Senior Leadership team of Hancock Public Health in regularly scheduled meetings, strategic planning and development of the operating budget.
12	Assists in planning and development of the Health Promotion & Planning budget.
13	Communicates with the Ohio Department of Health and works to integrate Ohio Department of Health directives with local health department public health programming.
14	Demonstrates competence in decision making and problem solving regarding public health issues and is knowledgeable on appropriate action to be taken.
15	Participates in other duties as directed by the Health Commissioner and the Board of Health.

Other Duties & Responsibilities:

- Oversees public health outreach, prevention, and surveillance functions to ensure mission, goals, and services of the Hancock Public Health are conducted in a timely, accurately and in a quality manner.
- Prepare reports, presentations, evaluations summarizing activities; contribute to quality improvement and performance management activities of the health department, and perform other related duties as assigned.

Basic Qualifications		Preferred Qualifications
<ul style="list-style-type: none"> Must possess a Master's in Public Health (MPH), or in a closely related field of Nursing, or Human and Life Sciences from an accredited institution. Applicants with a combination of a Bachelor of Science degree (BS) in a related field and a five Years' experience as a communicable disease nurse, infection control specialist, epidemiologist, bioinformatic specialist, or as an Emergency Preparedness Planner will be considered as well. Must maintain a valid Ohio driver's license Must have a baseline Ohio Bureau of Criminal Investigation (BCI) Extensive knowledge of administrative procedures, practices, and protocols. Excellent verbal and written communication skills. Ability to operate a personal computer Ability to lead staff and professional teams Ability to work independently and part of a team 		<ul style="list-style-type: none"> Two years' experience working in public health leadership role either at the state or local level.
Organizational Key Competencies:		
<p>All Hancock Public Health (HPH) employees are expected to ensure that Hancock County residents are protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all HPH employees are expected to meet specified competencies in the following areas:</p> <ul style="list-style-type: none"> Customer Focus: Ensure the health and safety of our community within my abilities and resources and treat our many, diverse customers with thoughtful listening and respect. Accountability: Be accountable for knowing the scope of HPH programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity. Equity & Fairness: Interact with clients, community partners and staff with fairness and equity and deliver services free of bias or prejudice. Continuous Quality Improvement: Establish and maintain organizational capacity and resources to support CQI. Occupational Health & Safety: Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgment in order to comply with departmental and city occupational safety regulations. Emergency Preparedness: Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks. Communication: Communicate in a respectful manner in both written and oral formats with linguistic and cultural proficiency. 		
Position Specific Key Competencies for Public Health Professionals:		
Analytical/Assessment Skills		
1C1	Describes factors affecting the health of a community (e.g., equity, income, education, environment)	
1C2	Determines quantitative and qualitative data and information (e.g., vital statistics, electronic health records, transportation patterns, unemployment rates, community input, health equity impact assessments) needed for assessing the health of a community	
1C3	Ensures ethical principles are applied in accessing, collecting, analyzing, using, maintaining, and disseminating data and information	
1C4	Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information	
1C5	Evaluates the validity and reliability of data	
1C6	Evaluates the comparability of data (e.g., data being age-adjusted to the same year, data variables across datasets having similar definitions)	
1C7	Resolves gaps in data	
1C8	Ensures collection of valid and reliable quantitative and qualitative data	
1C9	Determines trends from quantitative and qualitative data	
1C10	Integrates findings from quantitative and qualitative data into organizational plans and operations (e.g., strategic plan, quality improvement plan, professional development)	
1C11	Assesses assets and resources that can be used for improving the health of a community (e.g., Boys & Girls Clubs, public libraries, hospitals, faith-based organizations, academic institutions, federal grants, fellowship programs)	
1C12	Determines community health status and factors influencing health in a community (e.g., quality, availability, accessibility, and use of health services; access to affordable housing)	
1C13	Ensures development of community health assessments using information about health status, factors influencing health, and assets and resources	
1C14	Makes evidence-based decisions (e.g., determining research agendas, using recommendations from <i>The Guide to Community Preventive Services</i> in planning population health services)	
1C15	Advocates for the use of evidence in decision making that affects the health of a community (e.g., helping elected officials understand community health needs, demonstrating the impact of programs)	


Policy Development/ Program Planning Skills	
2C1	Ensures development of a state/Tribal/community health improvement plan (e.g., describing measurable outcomes, determining needed policy changes, identifying parties responsible for implementation)
2C2	Develops organizational goals and objectives
2C3	Develops organizational strategic plan (e.g., includes measurable objectives and targets; incorporates community health improvement plan, workforce development plan, quality improvement plan, and other plans) with input from the governing body or administrative unit that oversees the organization
2C4	Monitors implementation of organizational strategic plan
2C5	Integrates current and projected trends (e.g., health, fiscal, social, political, environmental) into organizational strategic planning
2C6	Selects options for policies, programs, and services for further exploration (e.g., secondhand smoking policies, data use policies, HR policies, immunization programs, food safety programs)
2C7	Determines the feasibility (e.g., fiscal, social, political, legal, geographic) and implications of policies, programs, and services
2C8	Selects policies, programs, and services for implementation
2C9	Ensures implementation of policies, programs, and services is consistent with laws and regulations
2C10	Influences policies, programs, and services external to the organization that affect the health of the community (e.g., zoning, transportation routes)
2C11	Explains the importance of evaluations for improving policies, programs, and services
2C12	Ensures the evaluation of policies, programs, and services (e.g., outputs, outcomes, processes, procedures, return on investment)
2C13	Develops strategies for continuous quality improvement
2C14	Assesses the use of public health informatics in developing, implementing, evaluating, and improving policies, programs, and services (e.g., integrated data systems, electronic reporting, knowledge management systems, geographic information systems)
Communication Skills	
3C1	Ensures that the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy) is reflected in the organization's policies, programs, and services
3C2	Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images)
3C3	Ensures that the organization seeks input from other organizations and individuals (e.g., chambers of commerce, religious organizations, schools, social service organizations, hospitals, government, community-based organizations, various populations served) for improving the health of a community
3C4	Evaluates approaches for disseminating public health data and information (e.g., social media, newspapers, newsletters, journals, town hall meetings, libraries, neighborhood gatherings)
3C5	Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters, testimony, press interviews)
3C6	Evaluates strategies for communicating information to influence behavior and improve health (e.g., uses social marketing methods, considers behavioral theories such as the Health Belief Model or Stages of Change Model)
3C7	Facilitates communication among individuals, groups, and organizations
3C8	Communicates the roles of governmental public health, health care, and other partners in improving the health of a community
Cultural Competency Skills	
4C1	Describes the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences)
4C2	Describes the diversity of individuals and populations in a community
4C3	Recognizes the ways diversity influences policies, programs, services, and the health of a community
4C4	Incorporates diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
4C5	Advocates for the diversity of individuals and populations being addressed in policies, programs, and services that affect the health of a community
4C6	Evaluates the effects of policies, programs, and services on different populations in a community
4C7	Demonstrates the value of a diverse public health workforce
4C8	Takes measures to support a diverse public health workforce
Community Dimensions of Practice Skills	
5C1	Assesses the roles and responsibilities of governmental and non-governmental organizations in providing programs and services to improve the health of a community
5C2	Explains the ways relationships are affecting health in a community (e.g., relationships among health departments, hospitals, community health centers, primary care providers, schools, community-based organizations, and other types of organizations)
5C3	Suggests relationships that may be needed to improve health in a community

5C4	Establishes relationships to improve health in a community (e.g., partnerships with organizations serving the same population, academic institutions, policy makers, customers/clients, and others)
5C5	Maintains relationships that improve health in a community
5C6	Establishes written agreements (e.g., memoranda-of-understanding [MOUs], contracts, letters of endorsement) that describe the purpose and scope of partnerships
5C7	Ensures that community members are engaged to improve health in a community (e.g., input in developing and implementing community health assessments and improvement plans, feedback about programs and services)
5C8	Ensures that community input is used for developing, implementing, evaluating, and improving policies, programs, and services
5C9	Negotiates for use of assets and resources (e.g., Boys & Girls Clubs, public libraries, hospitals, faith-based organizations, academic institutions, federal grants, fellowship programs) to improve health in a community
5C10	Defends policies, programs, and resources that improve health in a community (e.g., using evidence to demonstrate the need for a program, communicating the impact of a program)
5C11	Engages the organization in community-based participatory research
Public Health Sciences Skills	
6C2	Explains lessons to be learned from prominent events in the history of public health (e.g., smallpox eradication, development of vaccinations, infectious disease control, safe drinking water, emphasis on hygiene and hand washing, access to health care for people with disabilities)
6C4	Applies public health sciences in the administration and management of the organization
6C5	Synthesizes evidence (e.g., research findings, case reports, community surveys) from print and electronic sources (e.g., PubMed, <i>Journal of Public Health Management and Practice</i> , <i>Morbidity and Mortality Weekly Report</i> , <i>The World Health Report</i>) to support decision making
6C6	Explains limitations of evidence (e.g., validity, reliability, sample size, bias, generalizability)
6C7	Ensures the use of evidence in developing, implementing, evaluating, and improving policies, programs, and services
6C8	Ensures the ethical conduct of research (e.g., patient confidentiality, protection of human subjects, Americans with Disabilities Act)
6C9	Contributes to the public health evidence base (e.g., participating in Public Health Practice-Based Research Networks, community-based participatory research, and academic health departments; authoring articles; reviewing manuscripts; making data available to researchers)
6C10	Maintains partnerships that increase use of evidence in public health practice (e.g., between practice and academic organizations, with health sciences libraries)
Financial Planning and Management Skills	
7C1	Assesses the structures, functions, and authorizations of governmental public health programs and organizations
7C2	Engages governmental agencies with authority to address specific community health needs (e.g., lead in housing, water fluoridation, bike lanes, emergency preparedness)
7C3	Manages the implementation of policies and procedures of the governing body or administrative unit that oversees the organization (e.g., board of health, chief executive's office, Tribal council)
7C4	Leverages public health and health care funding mechanisms and procedures (e.g., categorical grants, fees, third-party reimbursement, tobacco taxes, value-based purchasing, budget approval process) for supporting population health services
7C5	Determines priorities for organizational budgets
7C6	Develops organizational budgets
7C7	Defends organizational budgets
7C8	Approves proposals for funding (e.g., foundations, government agencies, corporations)
7C9	Approves contracts and other agreements for programs and services
7C10	Ensures the use of financial analysis methods in making decisions about policies, programs, and services (e.g., cost-effectiveness, cost-benefit, cost-utility analysis, return on investment)
7C11	Ensures that programs are managed within current and projected budgets and staffing levels (e.g., sustaining a program when funding and staff are cut, recruiting and retaining staff)
7C12	Establishes teams for the purpose of achieving program and organizational goals (e.g., considering the value of different disciplines, sectors, skills, experiences, and perspectives; determining scope of work and timeline)
7C13	Motivates personnel for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view)
7C14	Oversees the use of evaluation results to improve program and organizational performance
7C15	Establishes performance management systems (e.g., visible leadership, performance standards, performance measurement, reporting progress, quality improvement)
7C16	Uses performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting <i>Healthy People</i> objectives, sustaining accreditation)

Leadership and Systems Thinking Skills	
8C1	Incorporates ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities
8C2	Interacts with the larger inter-related system of organizations that influence the health of populations at local, national, and global levels
8C3	Creates opportunities for organizations to work together or individually to improve the health of a community
8C4	Collaborates with individuals and organizations in developing a vision for a healthy community (e.g., emphasis on prevention, health equity for all, excellence and innovation)
8C5	Takes measures to minimize internal and external barriers that may affect the delivery of the 10 Essential Public Health Services (e.g., using root cause analysis and other quality improvement methods and tools, problem solving)
8C6	Ensures availability (e.g., assessing competencies, workforce development planning, advocating) of professional development opportunities for the organization (e.g., training, mentoring, peer advising, coaching)
8C7	Ensures use of professional development opportunities throughout the organization
8C8	Ensures the management of organizational change (e.g., refocusing a program or an entire organization, minimizing disruption, maximizing effectiveness of change, engaging individuals affected by change)
8C9	Ensures continuous improvement of individual, program, and organizational performance (e.g., mentoring, monitoring progress, adjusting programs to achieve better results)
8C10	Advocates for the role of public health in providing population health services

Full List of Council on Linkages Competencies can be found at: http://www.phf.org/resourcestools/Pages/Core_Public_Health_Competencies.aspx

Knowledge & Software Competencies:			
Knowledge of the following are integral to the daily responsibilities of this position:			
<input checked="" type="checkbox"/> Microsoft Word <input checked="" type="checkbox"/> Microsoft Excel <input checked="" type="checkbox"/> Microsoft PowerPoint <input checked="" type="checkbox"/> Microsoft Publisher <input type="checkbox"/> Microsoft Access	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> HealthSpace <input type="checkbox"/> PeopleSoft <input checked="" type="checkbox"/> GMIS <input type="checkbox"/> HDIS or other EMR <input checked="" type="checkbox"/> VMSG	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> ODRS <input checked="" type="checkbox"/> Office 365/Outlook <input checked="" type="checkbox"/> Website/Social Media <input type="checkbox"/> MUNIS – Financial			
<i>1= Beginner 2=Intermediate 3=Advanced/Expert</i>			

Approved By	Health Commissioner Karim Baroudi, MPH, RS, REHS	Date 10/23/2018	
Last Updated By		Date	