



Hancock Public Health

Your Recognized Leader in Population Health
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Date Posted Internally/Externally: November 27, 2018

Position: Administrative Professional I/ EH Support Staff/ Full Time (40 hours/week)

General statement of duties:

The incumbent promotes and supports population health by providing a variety of clerical, administrative and technical support services such as providing specialized, technical, program, or department specific information to internal and external customers, answering phones, scheduling appointments; maintaining data files, prepare daily pay-ins of funds, prepare invoices, maintain records, data entry, and interview internal and/or external customers to establish program specific documentation and/or identify services needed.

Required education, experience, and training:

- Have a high school diploma/GED.
- Ability to follow verbal and written instructions; establish and maintain cooperative working relationship with employees, officials, and the public.
- Ability to maintain a high degree of organization, coordination and communication with attention to detail and accuracy.
- Ability to maintain a high level of multitasking.

Additional requirements:

- Candidates must hold a valid Ohio Driver's license.
- Must be able to pass a background check.

Interested parties submit resume to:

Lindsay Summit, MPH, RS, EH Director at lsummit@hancockpublichealth.com

or

Hancock Public Health
Attn: Lindsay Summit, MPH, RS
7748 County Road 140
Findlay, Ohio 45840

Resumes will be accepted until December 11, 2018



Hancock Public Health

Your Recognized Leaders 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	Administrative Professional I / EH Support Staff	County	Hancock
Division	Environmental Health	Yearly Salary	\$15.20-\$18.95
Supervisor	Director of Environmental Health	Position Type	Non-Exempt Full-time

Position Summary:

Working under the direction of the Director of Environmental Health, the incumbent promotes and supports population health by providing a variety of clerical, administrative and technical support services such as providing specialized, technical, program, or department specific information to internal and external customers; answering phones; scheduling appointments; interviewing internal and external customers to establish services needed; establishing and maintaining data files; drafting and editing documents such as correspondence and contracts; and maintaining office accounts to include purchasing, payables, receipts, inventory, and budgeting.

Essential Duties:

1	Perform duties related to maintaining records (both paper and electronic), handling money, issuing receipts, entering data into the computer.
2	Greets public, answer telephone, take messages. Must demonstrate ability to communicate politely and effectively to a broad spectrum of individuals of all age groups from a variety of socioeconomic and educational backgrounds.
3	Provide specialized and/or technical department and program specific information that requires limited interpretation of established policies, procedures and other relevant sources to internal and/or external customers over the telephone, in writing and/or in person.
4	Schedule appointments for the plumbing inspector and sanitarians.
5	Bookkeeping functions: prepares purchase orders, pay-ins, ledgers, and data sheets.
6	Interview internal and/or external customers to establish program-specific documentation and/or identify services needed.
7	Shares responsibility for proper operation of office machines and maintenance calls.
8	Duplicates, collates, scans, faxes, assembles and files materials as requested.
9	Sorts, date stamps and distributes mail.
10	Compiles office data and prepares monthly reports and annual reports.
11	Prepares and issues invoices, maintains invoice files as procedure.
12	Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations.
13	Performs moderate numerical calculations involving cashiering, reconciling accounts; electronic claims submission, program billing, deposits, and/or other applications.
14	Uses appropriate computer programs for preparing documents, writing letters, issuing permits, and other similar work.
15	Participates in drills, training and other activities as needed for emergency response and bioterrorism events.
16	Performs other duties as required.

Other Duties & Responsibilities:

Supports HPH strategic planning initiatives and the implementation of policies, practices and procedures that support the organizational goals identified in the internal strategic plan; work in collaboration with the plumbing inspector and the sanitarians; and participate in HPH performance management and use HPH performance management system and software.

Basic Qualifications	Preferred Qualifications
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<ul style="list-style-type: none"> · High School Diploma/GED · Ability to comply with state and agency policies and procedures; · Ability to follow verbal and written instruction; · Ability to establish and maintain cooperative working relationship with employees, officials, other agencies and the public; · Ability to use and adapt to various computer software; · Demonstrate ability to maintain a high degree of organization, coordination and communication with attention to detail and accuracy; 	<ul style="list-style-type: none"> · Working knowledge of accounting principles.
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Organizational Key Competencies:

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:

- **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

1A2	Identifies quantitative and qualitative data and information (e.g., vital statistics, electronic health records, transportation patterns unemployment rates, community input, health equity impact assessments) that can be used for assessing the health of a community.
1A3	Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information.
1A4	Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information.
1A5	Selects valid and reliable data.
1A8	Collects valid and reliable quantitative and qualitative data
1A1	Uses quantitative and qualitative data.
1A11	Describes 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)
1A12	Contributes to assessments of community health status and factors influencing health in a community (e.g., quality, availability, accessibility, and use of health services; access to affordable housing)

Policy Development/ Program Planning Skills

2A1	Contributes to state/Tribal/community health improvement planning (e.g., providing data to supplement community health assessments, communicating observations from work in the field)
2A2	Contributes to development of program goals and objectives
2A3	Describes organizational strategic plan (e.g., includes measurable o
2A4	Contributes to implementation of organizational strategic plan
2A5	Identifies current trends (e.g., health, fiscal, social, political, environmental) affecting the health of a community
2A6	Gathers information that can inform options for policies, programs, and services (e.g., secondhand smoking policies, data use policies, HR policies, immunization programs, food safety programs)
2A8	Implements policies, programs, and services
2A10	Gathers information for evaluating policies, programs, and services (e.g., outputs, outcomes, processes, procedures, return on investment)
2A11	Applies strategies for continuous quality improvement

Communication Skills

3A1	Identifies the literacy of populations served (eg., ability to obtain, interpret, and use health and other information; social media literacy)
3A2	Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images)
3A3	Solicits input from individuals and organizations (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.
3A4	Suggests approaches for disseminating public health data and information (e.g., social media, newspapers, newsletters, journals, town hall meetings, libraries, neighborhood gatherings)
3A5	Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters)

Cultural Competency Skills

4B1	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)
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Community Dimensions of Practice Skills	
5B10	Advocates for 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)
5B11	Collaborates in community-based participatory research
Public Health Sciences Skills	
6B3	Applies public health sciences in the delivery of the 10 Essential Public Health Services
6B5	Retrieves evidence from print and electronic sources.
6C3	Ensures public health sciences are applied in the delivery of the 10 Essential Public Health Services.
6C5	Synthesizes evidence from print and electronic sources.
6C6	Explains limitations of evidence (e.g., validity, reliability, sample size, bias, generalizability)
6B9	Contributes to the public health evidence base.
Financial Planning and Management Skills	
7A3	Adheres to the organization's policies and procedures
7A4	Describes public health funding mechanisms (e.g., categorical grants, fees, third-party reimbursement, tobacco taxes)
7A5	Contributes to development of program budgets.
7A9	Operates programs within budget
7A11	Motivates colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view).
7C16	Uses performance management systems for program and organizational improvement.
Leadership and Systems Thinking Skills	
8B1	Incorporates ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities
8B2	Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels
8B9	Contributes to continuous improvement of individual, program, and organization performance (e.g., mentoring, monitoring progress, adjusting programs to achieve better results)

Full List of Council on Linkages Competencies can be found at: http://www.phf.org/resourcestools/Pages/Core_Public_Health_Competencies.aspx (v.2014)

Knowledge & Software Competencies:					
Knowledge of the following are integral to the daily responsibilities of this position:					
<input checked="" type="checkbox"/> Microsoft Word	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	<input type="checkbox"/> HealthSpace	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> ODRS	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft Excel	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	<input type="checkbox"/> PeopleSoft	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> Groupwise/MS Outlook	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Inventory System	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> Website/Social Media	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Microsoft Publisher	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Allscripts or other EMR	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> SPSS, SAS, or other	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> VMSG - Perform. Mngmt	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	statistical software	
1= Beginner 2=Intermediate 3=Advanced/Expert					

Reviewed By	EH Director Lindsay Summit, MPH, RS	Date	10/01/2017
Approved By	Health Commissioner Karim Baroudi, MPH, RS, REHS	Date	10/01/2017
Last Updated By		Date	11/26/2018