



Hancock Public Health

Your Recognized Leader in Population Health

Karim Baroudi, MPH, Health Commissioner

Board of Health

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Date Posted Internally and Externally: October 29, 2018

Position: Fiscal Officer/HR Coordinator/ Full-Time

General statement of duties:

Working under the direction of the Public Health Commissioner, the incumbent is tasked with ensuring administrative support for Hancock Public Health is maintained, billing is occurring timely and accurately, and the overall budget of the health department is maintained, monitored and balanced.

Assists the Health Commissioner and his Leadership Team with maintaining agency policies, assure compliance with Federal and State Labor laws, and serve as the agency liaison with Hancock County Human Resource department.

Required education, experience, and training:

- Must possess a Bachelor degree from an accredited institution, in any of the following areas: business administration, public administration, or public health. Highly qualified applicants with a combination of an Associate degree and experience in governmental accounting, finance, and Human Resource coordination will be considered as well.
- Must maintain a valid Ohio driver's license
- Extensive knowledge of administrative procedures, practices, and protocols.
- Excellent verbal and written communication skills.
- Ability to operate a personal computer
- Ability to establish and maintain cooperative working relationships with employees, officials, other agencies and the public

Preferred qualifications:

Experience working in public health, or a non-profit, or governmental financial role either at the state or local level.

Additional requirements:

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

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	Fiscal Officer/Human Resource Coordinator	County	Hancock
Division	Administration	Hourly Wages	\$18.20 - \$22.46
Supervisor	Public Health Commissioner	Position Type	Full-Time

Position Summary:

Working under the direction of the Public Health Commissioner, the incumbent is tasked with ensuring administrative support for Hancock Public Health is maintained, billing is occurring timely and accurately, and the overall budget of the health department is maintained, monitored and balanced.

Assists the Health Commissioner and his Leadership Team with maintaining agency policies, assure compliance with Federal and State Labor laws, and serve as the agency liaison with Hancock County Human Resource department.

Essential Duties:

1	Bookkeeping functions: prepares purchase orders, pay-ins, ledgers, and data sheets;
2	Manages some HR functions as assigned by the Health Commissioner (i.e. Job Postings, Benefits coordination);
3	Assist the Health Commissioner with orientation and procedure training (with policy sign-off) of new staff and for staff professional development;
4	Maintains agency personnel records, travel expenses, requests for sick, vacation, time cards and payroll submission;
5	Receives, processes fees, records totals and files pay-in to submit to the County Auditor;
6	Contributes budgetary and other fiscal documents for all grants at the health department;
7	Works with County Human Resources' personnel on health insurance, and other employee benefit issues;
8	Works with AOHC/PEP on liability insurance for the health district;
9	Maintaining Incident Command Training for emergency response in public health emergencies. Participates in training and drill for potential public health emergency. May be asked to be logistics or operations chief during a public health emergency;
10	Prepares and issues invoices, maintains invoice files as procedure;
11	Works with the fiscal office of the Ohio Department of Health to integrate State fiscal directives for grants, fee for services, and other mandates;
12	Represents Hancock Public Health on subject matter experts' coalitions and focus groups as indicated by the Health Commissioner;
13	Assists in planning and development of the health department budget;
14	Serves as the agency fleet manager;
15	Assist the Health Commissioner with evaluating Hancock Public Health Internal Fiscal Control Procedures and work with the Office of the State Auditor to ensure successful State audits;
16	Regularly reports to the Health Commissioner and his/her leadership team on administrative protocols, budget related issues, and bill schedule;
17	Performs other duties as assigned by the Health Commissioner.

Other Duties & Responsibilities:	
<ul style="list-style-type: none"> Assists the Health Commissioner with ensuring budgetary and fiscal functions at Hancock Public Health are conducted in a timely, accurately and in a quality manner. Assists the Health Commissioner with preparing meeting documents and information for members of the Board of Health. 	
Basic Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> Must possess a Bachelor of Science (BS), a Bachelor of Arts (BA), from an accredited institution, in any of the following areas: business administration, public administration, or public health. Highly qualified applicants with a combination of an Associate degree and experience in governmental accounting, finance, and Human Resource coordination will be considered as well. Must maintain a valid Ohio driver's license Extensive knowledge of administrative procedures, practices, and protocols. Excellent verbal and written communication skills. Ability to operate a personal computer Ability to work independently and part of a team 	<ul style="list-style-type: none"> Experience working in public health, or a non-profit, or governmental financial 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	
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
1A5	Selects valid and reliable data
1A8	Collects valid and reliable quantitative and qualitative data
1A10	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 objectives and targets; relationship to community health improvement plan, workforce development plan, quality improvement plan, and other plans
2A4	Contributes to implementation of organizational strategic plan
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
2A9	Explains the importance of evaluations for improving 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

Position Specific Key Competencies for Public Health Professionals: continued	
Communication Skills	
3A1	Identifies the literacy of populations served (e.g., 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)
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)
3A7	Facilitates communication among individuals, groups, and organizations
Cultural Competency Skills	
4A1	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)
4A2	Describes the diversity of individuals and populations in a community
4A3	Describes the ways diversity may influence policies, programs, services, and the health of a community
4A4	Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
4A7	Describes the value of a diverse public health workforce
Community Dimensions of Practice Skills	
5A3	Suggests relationships that may be needed to improve health in a community
5A4	Supports relationships that improve health in a community
5A5	Collaborates with community partners to improve health in a community (e.g., participates in committees, shares data and information, connects people to resources)
Public Health Sciences Skills	
6A1	Describes the scientific foundation of the field of public health
6A3	Describes how public health sciences (e.g., biostatistics, epidemiology, environmental health sciences, health services administration, social and behavioral sciences, and public health informatics) are used in the delivery of the 10 Essential Public Health Services
Financial Planning and Management Skills	
7A3	Adheres to organizational 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
7A8	Describes financial analysis methods used in making decisions about policies, programs, and services (e.g., cost-effectiveness, cost-benefit, cost utility analysis, return on investment)
7A12	Uses evaluation results to improve program and organizational performance
7A13	Describes program performance standards and measures
7A14	Uses performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting Healthy People objectives, sustaining accreditation)
Leadership and Systems Thinking Skills	
8A1	Incorporates ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities
8A6	Describes needs for professional development (e.g., training, mentoring, peer advising, coaching)
8A7	Participates in professional development opportunities
8A9	Describes ways to improve individual and program performance

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 type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	<input type="checkbox"/> Health Space	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> IPHS/EDRS	<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"/> Office 365/Outlook	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input 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"/> HDIS or other EMR	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> MUNIS – Financial	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" 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	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3		
<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	