



# Hancock Public Health

Your Recognized Leader in Population Health

*Karim Baroudi, MPH, Health Commissioner*

## Board of Health

Nancy Moody Russo, JD, BSN, RN, President  
William Alge, ESQ  
Karen Sue Jones, RN, MSN  
Michael A. Lindamood, MD, MPH  
Brian Edler  
Barbara J. Pasztor, RN  
Robin Spoons  
Nathaniel Ratnasamy, MD – Medical Director

February 6, 2020

### **Harm Reduction Coordinator / Peer Support Specialist**

Hancock Public Health

Section: Health Promotion and Planning

Type: Part-time (10 – 15 hrs /wk)

Rate: \$16.50/hour starting

Probationary Period: 90 days

#### **Position summary:**

Working under the direction of the Director of Health Promotion and Planning, the candidate provides peer support services to the participants of the Bloodborne Infectious Disease Prevention Program (BIDPP) and related harm reduction services. The candidate would be responsible for working with the Injury Prevention Coordinator in administering the objectives in Tier 3 of the Drug Overdose Prevention grant by ensuring all grant deliverables are met and all grant reporting is complete and submitted in a timely fashion. This individual will ensure harm reduction services offered in Hancock County follow all rules set forth in the Ohio Revised Code 3707.57 regarding such services.

#### **Essential Duties:**

- Interface with BIDPP participants using a Harm Reduction focus of meeting people where they are, as they are, and encouraging positive change when appropriate.
- Assist in the daily operation of the BIDPP clinic, including the preparation and dispensing of harm reduction supplies such as syringes, Narcan, clean works, condoms.
- Must demonstrate ability to maintain confidentiality and right to privacy as outlined in the Health Department's Notice of Privacy Practices.
- Provides harm reduction education to BIDPP participants and to the public as requested; consistent with the mission of HPH and the mission of the BIDPP specifically.
- Assist with detailed and accurate data collection and data entry specific to the BIDPP participants including: Ensuring the thorough completion of client intake forms, inventory accounting for BIDPP supplies, and tracking of all client referrals to local services.
- Describe and explain drug injury as a major social and health problem in Hancock County.
- Exercises discretion and independent judgement when accessing, collecting, interpreting, using, and presenting injury data relative to drug use and drug overdose.
- Works closely with the BIDPP participants community to enhance recovery by finding resources for harm reduction, support, treatment, education as needed.
- Design and implement harm reduction activities. Stimulate change related to harm reduction through policy, enforcement, advocacy, and education.
- Demonstrate the knowledge, skills, and best practices necessary to address drug overdose and infectious disease prevention, while being able to serve as a local resource regarding this area.
- Attends agency staff meetings and observes all rules of confidentiality relating to protected health information. Participates in all staff training and development.
- Coordinate with Injury Prevention Coordinator to ensure all grant deliverables are met in a timely fashion.
- Supports HPH strategic planning initiatives and the implementation of policies, practices and procedures that support the organizational goals identified in the internal strategic plan;



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- Contribute to quality improvement and performance management activities of the health department, answer phones, direct calls to appropriate individuals, and perform other duties as assigned.
- Prepare reports, presentation, evaluations summarizing activities.

### Minimum Qualifications:

- High School diploma or GED.
- Excellent communication skills and ability to foster partnerships.
- Must be a person with a lived experience of substance use disorder, have verifiable formal training / experience working in peer service delivery and possess or be willing to obtain OMHAS Certified Peer Recovery Supporter certification within first year of employment.
- Well-versed in modern office procedures, practices, equipment, and software
- Must have a valid driver's license and reliable transportation

### Preferred Qualifications:

- Credentialed in Prevention or Social Work.
- Bachelor's in Social Work.
- Formal / verifiable experience in harm reduction and prevention.

### Work Schedule:

Variable (10-15 hrs/week)

### Interested Parties Submit Resume to:

Chad Masters, MPH, RS – Director of Health Promotion and Planning Services  
Hancock Public Health  
2225 Keith Parkway  
Findlay, OH 45840

[cmasters@hancockph.com](mailto:cmasters@hancockph.com)



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



**Public Health**  
Prevent. Promote. Protect.

<b>Job Title</b>	Harm Reduction Coordinator/Peer Support Specialist	<b>County</b>	Hancock
<b>Division</b>	Health Planning & Promotion	<b>Yearly</b>	\$16.50 - \$20.47
<b>Supervisor</b>	Director of Health Planning & Promotion Services	<b>Position</b>	Peer Support

**Position Summary:**

Working under the direction of the Director of Health Promotion and Planning, the candidate provides peer support services to the participants of the Bloodborne Infectious Disease Prevention Program (BIDPP) and related harm reduction services. The candidate would be responsible for working with the Injury Prevention Coordinator in administering the objectives in Tier 3 of the Drug Overdose Prevention grant by ensuring all grant deliverables are met and all grant reporting is complete and submitted in a timely fashion. This individual will ensure harm reduction services offered in Hancock County follow all rules set forth in the Ohio Revised Code 3707.57 regarding such services.

**Essential Duties:**

<b>1</b>	Interface with BIDPP participants using a Harm Reduction focus of meeting people where they are, as they are, and encouraging positive change when appropriate.
<b>2</b>	Assist in the daily operation of the BIDPP clinic, including the preparation and dispensing of harm reduction supplies such as syringes, Narcan, clean works, condoms.
<b>3</b>	Must demonstrate ability to maintain confidentiality and right to privacy as outlined in the Health Department's <i>Notice of Privacy Practices</i> .
<b>4</b>	Provides harm reduction education to BIDPP participants and to the public as requested; consistent with the mission of HPH and the mission of the BIDPP specifically.
<b>5</b>	Assist with detailed and accurate data collection and data entry specific to the BIDPP participants including: Ensuring the thorough completion of client intake forms, inventory accounting for BIDPP supplies, and tracking of all client referrals to local services.
<b>6</b>	Describe and explain drug injury as a major social and health problem in Hancock County.
<b>7</b>	Exercises discretion and independent judgement when accessing, collecting, interpreting, using, and presenting injury data relative to drug use and drug overdose.
<b>8</b>	Works closely with the BIDPP participants community to enhance recovery by finding resources for harm reduction, support, treatment, education as needed.
<b>9</b>	Design and implement harm reduction activities. Stimulate change related to harm reduction through policy, enforcement, advocacy, and education.
<b>10</b>	Demonstrate the knowledge, skills, and best practices necessary to address drug overdose and infectious disease prevention, while being able to serve as a local resource regarding this area.
<b>11</b>	Attends agency staff meetings and observes all rules of confidentiality relating to protected health information. Participates in all staff training and development.
<b>12</b>	Coordinate with Injury Prevention Coordinator to ensure all grant deliverables are met in a timely fashion.
<b>13</b>	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;
- Contribute to quality improvement and performance management activities of the health department, answer phones, direct calls to appropriate individuals, and perform other duties as assigned.
- Prepare reports, presentation, evaluations summarizing activities.

Basic Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> <li>• High School Diploma/GED</li> <li>• Excellent communication skills and ability to foster partnerships.</li> <li>• Must be a person with a lived experience of substance use disorder, have verifiable formal training / experience working in peer service delivery and be willing to obtain OMHAS Certified Peer Recovery Supporter certification within first year of employment.</li> <li>• Must have a valid driver's license and reliable transportation. <ul style="list-style-type: none"> <li>• Well-versed in modern office procedures, practices, equipment and software.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Credentialed in Prevention or social work.</li> <li>• Bachelor's in Social work.</li> <li>• Experience in harm reduction and prevention.</li> </ul>

**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
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

<b>Position Specific Key Competencies for Public Health Professionals: continued</b>	
<b>Communication Skills</b>	
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
<b>Cultural Competency Skills</b>	
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
<b>Community Dimensions of Practice Skills</b>	
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)
<b>Public Health Sciences Skills</b>	
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
<b>Financial Planning and Management Skills</b>	
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)
<b>Leadership and Systems Thinking Skills</b>	
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

<b>Knowledge &amp; Software Competencies:</b>					
Knowledge of the following are integral to the daily responsibilities of this position:					
<input checked="" type="checkbox"/> Microsoft Word	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> HealthSpace	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> IPHS/EDRS	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft Excel	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input 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 checked="" type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft PowerPoint	<input checked="" type="checkbox"/> 1 <input 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 type="checkbox"/> Website/Social Media	<input 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"/> MUNIS	<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 type="checkbox"/> VMSG	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		
<i>1= Beginner 2=Intermediate 3=Advanced/Expert</i>					

<b>Approved By</b>	<b>Health Commissioner</b> Karim Baroudi, MPH, REHS/RS	<b>Date</b> 2/06/2020	
<b>Reviewed By</b>	<b>Director of Health Planning &amp; Promotion Services</b> Chad Masters, MPH, RS	<b>Date</b> 1/05/2020	
<b>Last Updated By</b>	<b>Injury Prevention Coordinator – Drug Overdose</b> Gary Bright, LSW	<b>Date</b> 1/24/2020	