



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

Larry J. Lovell

Barbara J. Pasztor, RN

Robin Spoons

Nathaniel Ratnasamy, MD – Medical Director

August 30, 2019

INJURY PREVENTION COORDINATOR

Hancock Public Health

Section: Health Promotion and Planning

Type: Full-time (40 hours/week), salary, exempt

Rate: \$20.40 - \$25.79/hour

Application Deadline: Friday, September 20, 2019

Probationary Period: 90 days

Job Duties:

Working under the direction of the Health Planning and Promotion Services supervisor, this position is responsible for administering the objectives in Tiers 1-3 of the Drug Overdose Prevention grant. This individual will work with the Harm Reduction Coordinator to ensure harm reduction services offered in Hancock County follow all rules set forth in the Ohio Revised Code regarding such services (ORC-3707.57). The essential duties of the position included:

- 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
- Design and implement harm reduction activities
- Build and manage strategies outlined in the Ohio Department of Health Drug Overdose Prevention Grant to lessen the burden of drug injury to the community
- Conduct evaluations of harm reduction activities
- Ensure harm reduction services offered in Hancock County follow all rules set forth in the Ohio Revised Code regarding such services (ORC-3707.57).
- 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 and be able to serve as a local resource regarding this area
- Coordinate with Injury Prevention Coordinator to ensure all grant deliverables are met
- Coordinate with Hancock Public Health Leadership to ensure financial and organizational policies are adhered

Minimum Qualifications:

- Must have a minimum of a Bachelor's in public health, health education, social work, or related field
- Excellent communication skills and ability to foster partnerships
- Well-versed in modern office procedures, practices, equipment and software
- Must have a valid driver's license and reliable transportation

Preferred Qualifications:

- Bachelor's in social work
- Experience in harm reduction and prevention activities



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

Larry J. Lovell

Barbara J. Pasztor, RN

Robin Spoons

Nathaniel Ratnasamy, MD – Medical Director

Work Schedule:

Monday through Friday 8:00 a.m. – 4:30 p.m., with 30-minute unpaid lunch. Occasional after-hour activities, as necessary.

Benefits:

Hancock Public Health offers vacation; holidays; personal leave; sick leave; medical, vision, dental, and life insurance; Ohio Public Employees Retirement System (OPERS); and Ohio Deferred Compensation.

Contact Information:

For general questions regarding the position, please contact:

Chad Masters, MPH, RS – Director of Health Promotion and Planning Services

cmasters@hancockph.com



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 | Injury Prevention Coordinator | County | Hancock |
| Division | Health Promotion and Planning | Yearly Salary | \$20.40-\$25.79 per hour |
| Supervisor | Director of Health Promotion and Planning | Position Type | Exempt, Full-Time |

Position Summary:

This position is responsible for administering the objectives in Tiers 1-3 of the Drug Overdose Prevention grant. This individual will work with the Harm Reduction Coordinator to ensure harm reduction services offered in Hancock County follow all rules set forth in the Ohio Revised Code regarding such services (ORC-3707.57). This position will be responsible for ensuring all grant deliverables are met and all grant reporting is complete and submitted in a timely fashion.

Essential Duties:

| | |
|-----------|--|
| 1 | Describe and explain drug injury as a major social and health problem in Hancock County and be able to demonstrate the knowledge, skills and best practices necessary to address drug overdose and infectious disease prevention and be able to serve as a local resource regarding this area |
| 2 | Exercises discretion and independent judgement when accessing, collecting, interpreting, using, and presenting injury data relative to drug use and drug overdose |
| 3 | As designated by the Health Commissioner, serve on statewide and local coalitions to ensure alignment among state-wide and local strategies |
| 4 | Build and manage strategies outlined in the Ohio Department of Health Drug Overdose Prevention Grant to lessen the burden of drug injury to the community |
| 5 | Support implementation of the activities outlined in the Hancock County Opioid and Addictions Task Force strategic plan |
| 6 | Maintain an Overdose Fatality Review Committee to identify circumstances to inform prevention activities |
| 7 | Utilize online monitoring system(s) (such as OD Maps and EpiCenter®) to improve upon the community response plan as it relates to overdoses in Hancock County |
| 8 | Identify and implement an awareness campaign appropriate for Hancock County and use social media as needed to promote resources |
| 9 | Coordinate with Harm Reduction Coordinator to design and implement harm reduction strategies, ensure harm reduction services offered in Hancock County follow all rules set forth in the Ohio Revised Code regarding such services (ORC-3707.57), stimulate change related to harm reduction through policy, enforcement, advocacy and education and ensure all grant deliverables are met |
| 10 | Coordinate with Hancock Public Health Leadership to ensure financial and organizational policies are adhered |

Other Duties & Responsibilities:

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

| Basic Qualifications | Preferred Qualifications |
|-----------------------------|---------------------------------|
|-----------------------------|---------------------------------|

| | |
|--|---|
| <ul style="list-style-type: none"> • Must have a minimum of a Bachelor's in public health, health education, social work, or related field • Excellent communication skills and ability to foster partnerships • Well-versed in modern office procedures, practices, equipment and software • Must have a valid driver's license and reliable transportation | <ul style="list-style-type: none"> • Bachelor's in social work • Experience in harm reduction and prevention activities |
|--|---|

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.

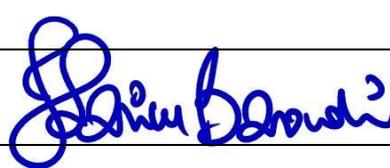
Position Specific Key Competencies for Public Health Professionals:

| Analytical/Assessment Skills | |
|---|--|
| 1B1 | Describes factors affecting the health of a community (e.g. equity, income, education, environment) |
| 1B2 | Determines quantitative and qualitative data and information |
| 1B3 | Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information |
| 1B4 | Uses information technology in accessing, collecting, analyzing, using, maintaining and disseminating data and |
| 1B5 | Analyzed the validity and reliability of data |
| 1B6 | Analyzed the comparability of data (e.g. data being age adjusted to the same year, data variables across data sets) |
| 1B7 | Resolve gaps in data |
| 1B8 | Collects valid and reliable quantitative and qualitative data |
| 1B9 | Analyzes quantitative and qualitative data |
| 1B10 | Interprets quantitative and qualitative data |
| 1B11 | Identifies assets and resources that can be used for improving the health of a community. |
| 1B12 | Assesses community health status and factors influencing health in a community |
| 1B13 | Develops community health assessments using information about health status, factors influencing health and assets and resources |
| 1B14 | Makes evidence-based decisions |
| 1B15 | Advocates for the use of evidence in decision making that affects the health of a community |
| Policy Development/ Program Planning Skills | |
| 2B1 | Ensures community health improvement planning uses community health assessments and other information related to the health of a community |
| 2B2 | Develops program goals and objectives |
| 2B2 | Analyses policy options for public health programs |
| 2B9 | Develops mechanisms to monitor and evaluate programs for their effectiveness and quality |
| 2B10 | Incorporates public health informatics practices (e.g., use of data and information technology standards, etc.) |
| Communication Skills | |
| 3B1 | Assesses the literacy of populations served |
| 3B2 | Communicates in writing and orally with linguistic and cultural proficiency |
| 3B3 | Solicits input from individuals and organization for improving the health of a community |
| 3B4 | Selects approaches for disseminating public health data and information |
| 3B5 | Conveys data and information to professionals and the public using a variety of approaches |
| 3B6 | Communicates information to influence behavior and improve health |
| 3B7 | Facilitates communication among individuals, groups, and organizations |
| Cultural Competency Skills | |
| 4B1 | Describes the concept of diversity as it applies to individuals and populations |
| 4B2 | Describes the diversity of individuals and populations in a community |
| 4B3 | Recognizes the way diversity influences policies, programs, services and the health of a community |
| 4B4 | Supports diverse perspectives in developing policies, programs and services that affect the health of a community |
| 4B5 | Ensures the diversity of individuals and populations is addressed in policies, programs and services for the health of a community |
| Community Dimensions of Practice Skills | |
| 5B2 | Collaborates in community-based participatory research efforts |
| 5B10 | Promotes public health policies, programs, and resources |

| Public Health Sciences Skills | |
|--|---|
| 6B4 | Applies public health sciences in the administration and management of programs |
| 6B5 | Retrieves evidence from print and electronic sources to support decision making |
| 6B7 | Uses evidence in developing implementing and improving policies, programs and services |
| 6B8 | Identifies the laws, regulations, policies and procedures for the ethical conduct of research |
| 6B9 | Contributes to the public health evidence base |
| 6B10 | Develops partnerships that will increase use of evidence in public health practice |
| Financial Planning and Management Skills | |
| 7B5 | Justifies programs for inclusion in organizational budgets |
| 7B6 and | Develops program budgets |
| 7B7 | Defends program budgets |
| 7B8 | Prepares proposals for funding |
| 7B11 | Manages programs within current and projected budgets and staffing levels |
| 7B14 | Uses evaluation results to improve program and organizational performance |
| 7B16 | Uses performance management systems for program and organizational improvement |
| Leadership and Systems Thinking Skills | |
| 8B1 | Incorporates ethical standards of practice |
| 8B2 | Incorporates systems thinking into public health practice |
| 8B3 | Explains the ways public health, health care, and other organizations can work together to impact the health of the |
| 8B9 | Contributes to continuous improvement of individual, program and organizational 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"/> HealthSpace | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 | <input type="checkbox"/> ODRS | <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 | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 |
| <input checked="" type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 | <input type="checkbox"/> Inventory System | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 | Outlook | <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 |
| <input checked="" type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> 1 <input checked="" 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 checked="" type="checkbox"/> Website/Social Media | <input type="checkbox"/> 1 <input checked="" 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"/> GMIS | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 | <input checked="" type="checkbox"/> VMSG | |
| 1= Beginner 2=Intermediate 3=Advanced/Expert | | | | | |

| | | | |
|------------------------|---|------------------|---|
| Reviewed By | Chad Masters, Health Promotion & Planning Director | 8/29/2019 |  |
| Approved By | Karim Baroudi, MPH, RS, REHS Health Commissioner | 8/29/2019 | |
| Last Updated By | Krista Pruitt, OCPS Injury Prevention Coordinator | 8/26/2019 | |