



Hancock Public Health

Your Recognized Leader in Population Health
Karim Baroudi, MPH, Health Commissioner

Board of Health

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

Date Posted Internally/Externally: November 19, 2021

Position: Registered Environmental Health Specialist / Specialist in Training /Full Time (40 hours/week)

General statement of duties:

The incumbent plans and conducts environmental health investigations, secures and evaluates facts obtained from environmental health inspections and environmental test results. Environmental health interventions occur at the individual and community system levels.

Duties may include but are not limited to inspection and consultation in the areas of food protection, private water systems, household sewage disposal, public swimming pools and spas, nuisances, recreational parks, rabies, schools, tattoos, vectors, and solid waste. Participate in covid-19 response as needed.

Occasional weekend or evening work may be required.

Required education, experience, and training:

Applicants must be registered with the Ohio State Board of Sanitarian Registration as a Registered Environmental Health Specialist or Environmental Health Specialist in Training, or;

Have at minimum a bachelor's degree with at least 45 quarter or 30 semester hours in science courses acceptable by the State Board of Sanitarian Registration to qualify for Environmental Health Specialist in Training. Environmental Health Specialist in Training candidates must show proof of graduation and application to the State Board of Sanitarian Registration.

Additional requirements:

Candidates must hold a valid Ohio Driver's license.

Starting salary will depend on qualifications with excellent benefits package available including medical and dental insurance, PERS, paid holidays and paid sick leave.

Interested parties submit resume to:

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

or

Hancock Public Health
Attn: Lindsay Summit, MPH, RS
2225 Keith Parkway
Findlay, Ohio 45840

Resumes will be accepted until position filled.

A complete job description can be found at www.HancockPH.com under Employment Opportunities.



Hancock Public Health



Public Health
Prevent. Promote. Protect.

Job Title	Registered Environmental Health Specialist	County	Hancock
Division	Environmental Health	Yearly Salary	\$24.47-\$30.74
Supervisor	Director of Environmental Health	Position Type	Exempt Full-Time

Position Summary:

This position is under supervision of the Director of Environmental Health. The incumbent promotes individual and population health by providing the essential services of public health within a variety of settings. Responsibilities include: inspecting properties, businesses or homes; collecting and analyzing water samples; identifying health and environmental hazards including indoor and outdoor air quality; assists in food-borne and water-borne illness outbreak investigations; providing community health education; ensuring compliance with local health and environmental codes; regulations and policies; participating in multi-faceted health or environmental projects; and providing technical assistance and information to individuals, families and groups regarding public health and environmental issue.

Essential Duties:

1	Perform or assist with inspections on various premises, facilities and environmental health systems (food service operations, retail food establishments, vending, schools, recreational camps, public swimming pools & spas, sewage disposal systems, private water/wells, solid waste facilities, composting facilities, infectious waste facilities, nuisance complaints, tattoo parlors and body piercing establishments, rabies control investigations, collect water and sewage samples) to ensure compliance with state and local laws.
2	Perform or assist with foodborne, waterborne, or any other illness investigations.
3	Investigate animal bites.
4	Participates in mosquito control, surveillance and abatement
5	Collect and transport specimens to lab for rabies analysis, WNV testing.
6	Provides highly accurate written records according to state and local policy.
7	Communicate politely and effectively to a broad spectrum of individuals of all age groups from a variety of socioeconomic and educational backgrounds.
8	Prepare and maintain records and reports of daily activities.
9	Engage in training activities to develop the knowledge and skills necessary to perform public health enforcement activities.
10	Educate operators and the general public on pertinent environmental health programs and prevention techniques.
11	Participate as needed or requested in the event of any public health emergency.
12	Demonstrates competence in decision making and problem solving regarding public health issues and knowledgeable on appropriate action to be taken
13	Utilizes appropriate communication skills and comply with agency policies and procedures.
14	Demonstrates basic computer skills and willingness to adapt to new software programs as indicated.
15	Participates in drills, training and other activities as needed for emergency response and bioterrorism events.
16	Assists the Public Health Accreditation Coordinator obtain documents, examples, and policies for PHAB.
17	Perform 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 other staff as part of a team approach to meet goals of internal organizational strategic plan; and participate in HPH performance management and use HPH performance management system and software. Will be required to work occasional evenings and weekends.

Basic Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> • Must hold and maintain current Registered Environmental Health Specialist license for the state of Ohio. ; • The ability to make decisions and to work alone; • Ability to follow verbal and written instruction; • Well versed in modern office procedures, practices, equipment; • Ability to use and adapt to various computer software; • Ability to maintain a high degree of organization, coordination and communication with attention to detail and accuracy; 	<ul style="list-style-type: none"> • Bachelor's Degree in Environmental Health or other science field.

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	
1A1	Describes factors affecting the health of a community (e.g., equity, income, education, environment).
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.
1A7	Identifies gaps in data.
1A8	Collects valid and reliable quantitative and qualitative data.
1A10	Uses quantitative and qualitative data.
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 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.
2A5	Identifies current trends at the environmental level that may be affecting the health of a community.
2A6	Gathers information that can inform options for policies, programs, and services.
2A7	Describes implications of policies, programs, and services.
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.
Communication Skills	
3A1	Identifies the literacy of populations served.
3A2	Communicates in writing and orally with linguistic and cultural proficiency.
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)
3A6	Communicates information to influence behavior and improve health (e.g., uses social marketing methods, considers behavior theories such as the Health Belief Model or Stages of Change Model).
3A7	Facilitates communication among individuals, groups, and organizations.
3A8	Describes the roles of governmental public health, health care, and other partners in improving the health of a community.
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.
4A5	Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community.
4A6	Describes the effects of policies, programs, and services on different populations in a community.
Community Dimensions of Practice Skills	
5A1	Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community.
5A3	Suggests relationship that may be needed to 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).
5A7	Provides input for developing, implementing, evaluating, and improving policies, programs, and services.
5A8	Uses 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.
5A9	Informs the public about policies, programs, and resources that improve health in a community.
Public Health Sciences Skills	
6A1	Describes the scientific foundation of the field of public health.

6A2	Identifies 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)
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 deliver of the 10 Essential Public Health Services.
6A4	Retrieves evidence (e.g., research findings, case reports, community surveys) from print and electronic sources (e.g., PubMed, Journal of Public Health Management and Practice, Morbidity and Mortality Weekly Report, The World Health Report) to support decision making
6A6	Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services.
Financial Planning and Management Skills	
7A3	Adheres to organizational policies and procedures
7A10	Describes how teams help achieve program and organizational goals (e.g., the value of different disciplines, sectors, skills, experiences, and perspectives; scope of work and timeline).
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)
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.
8A3	Describes the ways public health, health care, and other organizations can work together or individually to impact the health of a community.
8A5	Identifies internal and external facilitators and 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).
8A6	Describes needs for professional development (e.g., training, mentoring, peer advising, coaching).
8A7	Participates in professional development opportunities.
8A8	Describes the impact of changes (e.g., social, political, economic, scientific on organizational practices).
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 checked="" type="checkbox"/> HealthSpace	<input type="checkbox"/> 1 <input checked="" 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 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 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		Date	
Approved By		Date	
Last Updated By		Date	



Hancock Public Health



Public Health
Prevent. Promote. Protect.

Job Title	Environmental Health Specialist in Training	County	Hancock
Division	Environmental Health	Yearly Salary	\$19.01-\$23.46
Supervisor	Director of Environmental Health	Position Type	Non-Exempt Full-Time

Position Summary:
This position is under supervision of the Director of Environmental Health. The incumbent promotes individual and population health by providing the essential services of public health within a variety of settings. Responsibilities include: inspecting properties, businesses or homes; collecting and analyzing water samples; identifying health and environmental hazards including indoor and outdoor air quality; assists in food-borne and water-borne illness outbreak investigations; providing community health education; ensuring compliance with local health and environmental codes; regulations and policies; participating in multi-faceted health or environmental projects; and providing technical assistance and information to individuals, families and groups regarding public health and environmental issue.

Essential Duties:

1	Employee is mentored by Registered Environmental Health Specialist on how to perform the activities listed below, and meets with the Director of Environmental Health monthly for monthly evaluations as required by the OAC 4736-15-02.
2	Perform or assist with inspections on various premises, facilities and environmental health systems (food service operations, retail food establishments, vending, schools, recreational camps, public swimming pools & spas, sewage disposal systems, private water/wells, solid waste facilities, composting facilities, infectious waste facilities, nuisance complaints, tattoo parlors and body piercing establishments, rabies control investigations, collect water and sewage samples) to ensure compliance with state and local laws.
3	Perform or assist with foodborne, waterborne, or any other illness investigations.
4	Investigate animal bites.
5	Participates in mosquito control, surveillance and abatement.
6	Collect and transport specimens to lab for rabies analysis, WNV testing.
7	Provides highly accurate written records according to state and local policy.
8	Communicate politely and effectively to a broad spectrum of individuals of all age groups from a variety of socioeconomic and educational backgrounds.
9	Prepare and maintain records and reports of daily activities.
10	Engage in training activities to develop the knowledge and skills necessary to perform public health enforcement activities.
11	Educate operators and the general public on pertinent environmental health programs and prevention techniques.
12	Participate as needed or requested in the event of any public health emergency.
13	Demonstrates competence in decision making and problem solving regarding public health issues and knowledgeable on appropriate action to be taken.
14	Utilizes appropriate communication skills and comply with agency policies and procedures.
15	Demonstrates basic computer skills and willingness to adapt to new software programs as indicated.
16	Assists the Public Health Accreditation Coordinator obtain documents, examples, and policies for PHAB
17	Participates in drills, training and other activities as needed for emergency response and bioterrorism events.
18	Perform 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 other staff within the organization when needed as part of a team approach to meet goals of the internal organizational strategic plan; and participate in HPH performance management and use HPH performance management system and software. Will need to be able to work occasional evenings and weekends.

Basic Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> Must hold and maintain current Environmental Health Specialist in Training for the state of Ohio or meet the educational requirements as established by the ORC section 4736.08 and 4736.10. The ability to make decisions and to work alone; Ability to follow verbal and written instruction; Well versed in modern office procedures, practices, and equipment; Ability to use and adapt to various computer software; Ability to maintain a high degree of organization, coordination and communication with attention to detail and accuracy; Ability to comply with state and agency policies and procedures; Must have a valid driver's license and reliable transportation 	<ul style="list-style-type: none"> Experience working with the public.

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	
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.
1A8	Collects valid and reliable quantitative and qualitative data.
1A10	Uses quantitative and qualitative data.
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 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, and other plans).
2A4	Contributes to implementation of organizational strategic plan.
2A5	Identifies current trends at the environmental level that may be affecting the health of a community.
2A6	Gathers information that can inform options for policies, programs, and services.
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.
3A2	Communicates in writing and orally with linguistic and cultural proficiency.
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).
3A6	Communicates 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).
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.
4A5	Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community.
4A6	Describes the effects of policies, programs, and services on different populations in a community.
Community Dimensions of Practice Skills	
5A1	Describes the programs and services provided by governmental and non-governmental organizations to improve the health of 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).
5A7	Provides input for developing, implementing, evaluating, and improving policies, programs, and services.
5A8	Uses 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.
5A9	Informs the public about policies, programs, and resources that improve health in a community.
Public Health Sciences Skills	
6A1	Describes the scientific foundation of the field of public health.
6A2	Identifies 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)
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.
6A6	Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services.
Financial Planning and Management Skills	
7A3	Adheres to organizational policies and procedures
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)
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
8A5	Identifies internal and external facilitators and 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)
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 checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> HealthSpace	<input checked="" 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 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 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 type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft Publisher	<input checked="" 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 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		Date	
Approved By		Date	
Last Updated By		Date	