



Public Health
Prevent. Promote. Protect.

Butler County
General Health District

Job Title:	Accreditation & Performance Management Coordinator
Responsible to:	Health Commissioner
Public Health Core Competency Level:	Level 2, Mid-Level Leadership Position
Positions Supervised:	None
Salary:	\$28.00 - \$32.50 per hour
Work Hours:	Full Time, overtime exempt, 35 hours/week, usual hours 8:00-4, M-F, Occasional evenings/weekends
Grant-Funded:	Partial

Essential Functions: Responsible for leading and coordinating the health department's efforts to become accredited/reaccredited by the Public Health Accreditation Board (PHAB), including leading continuous quality and performance improvement processes, as well as the Community Health Assessment, and Community Health Improvement Plan efforts. Requires solid skills in presenting to large and small groups in order to convey the importance and details of public health accreditation to staff, governing entity, department leadership, partners, and the community. Able to facilitate meetings, discussions, and consensus processes. Strong analytic, presentation, writing, and time management skills.

Minimum Qualifications:

- 2+ Years Local Health Department experience
- Possesses an overall understanding of the operations of a local health department and the 10 Essential Public Health Services, or willing to learn
- Strong organizational and project management skills to manage tasks that will be conducted concurrently by various staff

Preferred Qualifications:

- Bachelor's degree in public health, communications, social work, nursing or related field
- Proven leadership skills including the ability to motivate others

Position Specific Responsibilities:

- Team building skills to motivate an Accreditation Team, prioritize actions, delegate

responsibilities, clearly define tasks, and keep moral high through celebrating successes.

- Able to motivate others through the 5 year accreditation cycle.
- Manages the PHAB site visit and the review of the site visit report.
- Carries team into the reaccreditation phase.

Required Knowledge, Skills and Abilities

- Ability to coordinate numerous demands simultaneously to successful completion
- Proficiency with computers including Microsoft Office (Word, Excel, Powerpoint)
- Excellent writing, communication, interpersonal, and public relations skills
- Ability to provide leadership to a diverse team in a multi-disciplinary setting
- Ability to establish effective working relationships with persons of varied backgrounds
- Ability to maintain confidentiality
- Ability to be self-motivated to plan, organize and complete work accurately and on time with little direct supervision
- Exceptional attention to detail
- Demonstrates sound administrative decision-making, with honesty and integrity; follows ethical principle of public health practice
- Ability to perform under pressure

Primary Duties include (general summary and not all inclusive):

- To ensure agency mission, vision and programmatic success, oversees the applicable program for the Health District
- Functions as a technical expert for the Health Commissioner, federal, state, county, municipal, industrial officials, consultants, staff and the public
- Responsible to the Health Commissioner for recommendations, development of policies, procedures and administrative rules necessary for the efficient operation of health programs and services
- Directs and manages the staffing, planning and evaluation activities for programs and services in accordance with established policies and procedures, and with all applicable statues, and regulations of the Ohio Revised and Administrative Codes, as well as Ohio Department of Agriculture, Ohio Department of Health, and others
- Represents the District at community meetings and creates networking alliances
- Educates and informs the community about healthy environmental practices
- Provides technical information and support to agencies and the community during public health emergencies
- Oversees grant-funded programs (preparation of grant applications, grant related reports and work plans, and tracking of deliverables)
- Participates in Public Health Accreditation activities as needed and required
- Embraces and proposes Quality Improvement activities as needed and required
- Participates in required trainings (in person, webinars, online, etc.), often involving local and state travel
- Ensures that all surveys are completed successfully and all deliverables are met
- Mentors staff, assesses professional training needs, and assists with the enhancement of workforce development

- Displays strong managerial, communication, and analytical skills, as well as the ability to work in both a team and independently
- Contributes to cost methodology or budgeting as appropriate
- Responsible for responding to emergency calls, including 24 hour on call coverage
- Serves on and provides leadership to department-wide committees and teams as needed (Accreditation Committee, Leadership Team, etc.)
- Attends monthly Board of Health and yearly District Advisory Committee meetings.
- Other duties as assigned

Other:

- Serves a probationary period of 120 days
- Must be able to respond to public health emergencies or exercises 24/7, except while on scheduled vacation or other leave
- May be required to play an active leadership role in the event of a public health emergency, which may include changes in responsibilities and working hours
- Evening and weekend work may be required during public health events, investigations or emergencies
- Other duties as assigned
- Position may be subject to background check
- Valid OHIO Driver's license in good standing, and insurable by the Board of Health's Policy
- Complete required FEMA classes within 6 months of hire
- **Public Health Core Competencies Level Two position (See Attachment A)**

Is this position EXEMPT or NON-EXEMPT from compensatory time?	NON-EXEMPT
Is this an EXECUTIVE, PROFESSIONAL LEADERSHIP position?	YES
Does this position require advanced TECHNICAL skills?	NO
Is this position FULL TIME or PART TIME?	FULL
Is this a 100% GRANT FUNDED position?	NO

Please send resume with cover letter explaining your interest in this position or special qualifications to: boh@butlercountyohio.org.

Position is posted on our website: www.butlercountyohio.org/health

Position will remain open until filled.

An Equal Opportunity Employer