



DEPARTMENT OF PUBLIC HEALTH

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Info Line (419)228 - INFO (4636)



Public Health
Prevent. Promote. Protect.

JOB POSTING HEALTH EDUCATION DIVISION

JOB OPENING DIRECTOR OF HEALTH EDUCATION **FULL TIME** (37.5 hours per week)

PAY RANGE 30 (starts at \$23.17, commensurate with experience)

IMMEDIATE SUPERVISOR: Health Commissioner

JOB RESPONSIBILITIES: Directs the Health Education Division, oversees the WIC division, and acts as Public Information Officer for the agency, ensuring compliance with applicable grant requirements, laws and regulations, and Board of Health policies.

JOB DUTIES: manages daily operations of the division; implements health education programs; oversees grants/programs; prepares and monitors budgets; collects, evaluates and disseminates data; supervises all personnel assigned to the division; functions as a member of the Administrative team; prepares and distributes agency-wide reports, news releases, health education materials, and correspondence through a variety of media; manages agency website; provides leadership in community health assessment and planning; serves as a health education resource for the community; conducts research and evaluation; serves as an advocate for health and health education; responds to public health emergencies as directed.

REQUIREMENTS:

- Bachelor's degree in health education or related field, Master's Degree preferred;
- Three years experience in public health education including supervisory responsibilities, or equivalent combination of education and experience
- CHES preferred (Certified Health Education Specialist)
- Valid Ohio driver's license with acceptable driving record and adequate auto insurance

Must be able to express self clearly, verbally and in writing; supervise others and get along with a variety of people while maintaining a positive work environment. The ability to network with others, facilitate the group process, and assess health needs of the community and special populations are essential. Must have a successful track record with grant writing/seeking funding and program development.

WORKING CONDITIONS: Occasional overtime required. Occasional work at night or on weekends. Travel within and outside the district sometimes required. May come in contact with blood/body fluids.

If interested submit resume by February 7, 2012 to: Kathy Luhn, PO Box 1503, Lima, OH 45802-1503 or jobs@allenhealthdept.org. No phone calls or faxes, please. An Equal Opportunity Employer

Posted: January 17, 2012

