



Position Description

Canton City Public Health
FINAL

Position Title:	Health Services Coordinator		Position #:	882
Working Title:	HSC		CS Status:	Classified
Division or Unit:	Nursing		Reports to:	Director of Nursing
Employment Status:	Full-Time	Pay Grade:	R6	FLSA Status: Exempt
Funding Source:	HIV (Fund 2318) and STD (Fund 2312) Prevention Grants			
This position description was last approved by the Board of Health on:			March 28, 2022	
Approved last by the Canton Civil Service Commission:				

Position Summary:

Under the general supervision of the Director of Nursing, an individual of this classification is responsible for the coordination and monitoring of the HIV/AIDS programming in which the Canton City Public Health is involved. The employee is responsible for grant writing, reviewing project invoices, submitting quarterly reports, overseeing compliance of contracting agencies to project goals and objectives, monitoring positivity rates and doing agency site visits and audits. Responsible for expenditures related to all programming and coordination of marketing efforts. The employee attends monthly Ohio Community Planning Group meetings held in Columbus. The employee supervises the Disease Intervention Specialist (DIS), early intervention services (EIS) Navigator and linkage to care (LTC) specialist.

The employee receives periodic review and appraisal of performance plus functional and administrative supervision. The employee must exercise independent judgment in performance of duties. The employee will be responsible for confidential and personal information and must adhere to the confidentiality and privacy policies of the department.

Essential Duties & Responsibilities:

95% This employee will provide services to a multi-county region. The employee will be responsible to develop and maintain working relationships with all health departments, health care facilities, physicians and other appropriate resources in the region. This position may require out-of-state travel, in-state travel and work during non-traditional hours.

Job duties include:

- Serve as the staff support and co-chair for the HIV/AIDS Regional Advisory Group.
- Effectively manage the development, implementation, and execution of a HIV/AIDS prevention plan with the Ohio Department of Health, this department, and local agencies and groups.
- Effectively manage contracts and other agreements with outside agencies and groups.
- Effectively manage the disbursement of grant funds to area agencies and groups.
- Provide regular and accurate reports to the Ohio Department of Health and area groups as needed.
- Provide oversight and management of the Partner Services program for HIV case investigations.
- Provide oversight and management of the Date-to-care (D2C) program.
- Provide oversight and management of the PrEP (Pre-Exposure prophylaxis) and PAPI

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- (Prevention Assistance Program Interventions) programs.
- Provide oversight and management of the Syringe Service program, SWAP (Stark Wide Approach to Prevention)
 - Serve as the representative of the department at various planning groups and coordinating committees.
 - Answer questions from the public in person or on the telephone regarding assigned programs or duties
 - Work productively in groups
 - Maintain complete and accurate records
 - May provide presentations to staff, other groups, and the public
 - Provide technical supervision to other agencies and organizations for programs as assigned
 - Respond to a public health emergency pursuant to disaster response plans
 - Provide supervision and guidance to DIS and LTC employees
 - Drive vehicles as needed
- 5% Participates in required public health team emergency preparedness training and exercises.

Other Duties & Responsibilities: Ability to efficiently multi-task on a daily basis. Proficiency with use of PC hardware and basic software (i.e., Microsoft Office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Excellent customer service, verbal and written communication skills, and effective presentation skills, good interpersonal relationship skills including cultural sensitivity and competence. Ability to adapt to different home/work environments. Ability to be flexible to work on weekends and evenings if needed. Participate in quality improvement team projects and quality improvement training initiatives as required and incorporate the principles of quality improvement into daily work activities.

Minimum Qualifications: Graduate of an accredited college or University with a Bachelor's degree with a major in Psychology, Sociology or related field. Must have a valid driver's license. Experience in supervision is preferred.

Preferred Qualifications: General awareness of public health level of care and Canton City Public Health services. Understanding of Ohio Administrative Code (OAC) and Ohio Revised Code (ORC) law regarding disease investigation.

Competencies: The following Council on Linkages Core Competencies (Adopted May 2010) for this position include:

- Analytical/Assessment Skills (1A1, 1A2, 1A3, 1A4)
- Policy Development/Program Planning Skills (2A1, 2A2, 2A6, 2A10)
- Communication Skills (3A1, 3A2, 3A4)
- Cultural Competency Skills (4A1, 4A2, 4A4, 4A5)
- Community Dimensions of Practice Skills (5A1, 5A2, 5A3)
- Public Health Sciences Skills (6A1, 6A2, 6A3)
- Financial Planning and Management Skills (7A2, 7A3)



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- Leadership and Systems Thinking Skills (8A1, 8A3, 8A7)

Canton City Public Health has adopted the following Organizational Competencies that all employees are expected to achieve:

- Customer Focus
- Accountability
- Equity and Fairness
- Continuous Quality Improvement
- Occupational Health and Safety
- Emergency Preparedness

Work Environment:

- Office and field work in a multicounty region as established by the Ohio Department of Health.
- Reasonable accommodation in accordance with ADA Compliance will be made available to those who need it in order to achieve the above descriptions.

Approval:

This position description was approved by the Board of Health on:

March 28, 2022

Revision History:

Dates of prior approved versions:

September 24, 2018

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name