



Position Description

Position Title:	OPHII Public Health Support Specialist		Position #:	811
Working Title:	OPHII Public Health Support Specialist		CS Status:	Classified
Division or Unit:	OPHII		Reports to:	Director of OPHII
Employment Status:	Part-time	Pay Grade:	PT1	FLSA Status: Non-exempt
Funding Source:	PHEP (2328), OPHII General Fund (7601 308001) or another appropriate fund.			
This position description was last approved by the Board of Health on:			April 24, 2023	
Approved last by the Canton Civil Service Commission:			May 17, 2023	

Position Summary:

- A person in this role is a member of the Office of Public Health Information and Innovation (OPHII) and is responsible for supporting OPHII programs and staff through a variety of public health field or office duties. OPHII programming includes strategic planning, performance management, continuous quality improvement, Public Health Accreditation Board (PHAB) requirements, workforce development, epidemiology, surveillance/evaluation, informatics, communications, overdose education and naloxone distribution and emergency preparedness. The support specialist will embrace the mission, vision and values of Canton City Public Health and harm reduction principles. This position is partially grant funded and employment is subject to available funding. This position reports to the Director of OPHII.

Essential Duties and Responsibilities: 90%

- Collect and update contact information from community partners to ensure the Health Alert System (HAN) is current and accurate (as needed and audited annually).
- Compile monthly OPHII Board of Health reports.
- Complete biweekly payroll as Director’s designee.
- Complete inventory procedures for OPHII department.
- Manage record retention and destruction through established record retention procedures.
- Perform clerical duties (to include, but not limited to) purchase order requests, office supply management, time accounting entry, phone and electronic correspondence, prepare meeting agendas and record and develop minutes.
- Support outreach activities/events for all OPHII programming, including but not limited to scheduling, tabling/attending, preparing literature and other materials, etc.
- Data entry support for communicable disease reports and other programming.
- Support data entry and inventory control surrounding naloxone distribution grant and other harm reduction programs. May require furnishing naloxone and providing education to individuals and their network(s) who are at risk of overdose in Stark County.
- Create new documents, edit existing documents and prepare reports and charts using computer software.



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Other Duties and Responsibilities:

- 10% • Other duties as assigned

Minimum Qualifications:

- High school diploma or equivalent. Competency in Microsoft Office products.
- Have and maintain a valid Ohio driver's license and access to reliable transportation.
- Keen attention to detail and highly organized
- Effective time management skills.
- Ability to communicate clearly and concisely, both orally and in writing.
- Capable of working independently and as part of a multidisciplinary team.

Key Competencies:

The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

- Analytical and Assessment Skills: 1A3, 1A4, 1A5, 1A6
- Policy Development and Program Planning Skills: 2A2, 2A6, 2A8, 2A10
- Communication Skills: 3A2, 3A4, 3A5
- Cultural Competency Skills: n/a
- Community Dimensions of Practice Skills: 5A4, 5A6, 5A7
- Public Health Sciences Skills: 6A1
- Financial Planning and Management Skills: 7A3, 7A9, 7A11
- Leadership and Systems Thinking Skills: 8A1, 8A9

Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1A1, 1A2, 1A3, 1A4, 1A5
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6
- Emergency Preparedness: 6A1, 6A2, 6A3

Work Environment:

- Daily work environment includes general office setting (temperature controlled). Office setting includes sitting for long periods of time and viewing a computer screen for long periods of time (90%). May spend time in the field collecting data from partners or working community events (10%).
- Exposure to inclement weather, including excessive heat, cold, rain and snow may be required when covering events or responding to public health emergencies. Some weekend and evening hours may be required.



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- May be asked to work remotely, if needed.
- May be asked to help support the response to a public health emergency.
- Reasonable accommodation in accordance with ADA Compliance will be made available to those who need it to achieve the above descriptions.

Approval: This position description was approved by the Board of Health on: **04/25/2023**

Revision History: Dates of prior approved versions: 09/21/2020

Employee Statement:

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

Employee Signature

Date

Printed Name