



Hancock Public Health

Your Recognized Leader in Population Health
Lindsay Summit, MPH, Interim Health Commissioner



Date Posted Internally/Externally: August 2, 2024

Position: Administrative Professional II/ Environmental Health Support Staff /Full Time (40 hours/week)

General statement of duties:

The incumbent promotes and supports population health by providing a variety of clerical, administrative and technical support services such as providing specialized, technical, program, or department specific information to internal and external customers; interviewing internal and external customers to establish services needed.

Occasional weekend or evening work may be required.

Required education, experience, and training:

Applicants must have a High School Diploma/GED.

Experience working in a busy office environment providing services to a variety of socioeconomic and cultural backgrounds. Candidate shall be detailed oriented and be able to multitask. Basic math skills are required as the candidate will be required to do basic cashiering, program billing, deposits, and reconciling accounts.

Additional requirements:

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:

Kurt Schroeder, REHS Interim Environmental Health Director at kschroeder@hancockph.com

or

Hancock Public Health
Attn: Kurt Schroeder, REHS
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

Your Recognized Leaders in Population Health

An Equal Opportunity Employer and Provider Serving All of Hancock County and the City of Findlay



Public Health
Prevent. Promote. Protect.

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|-------------------|---|----------------------|--------------------------|
| Job Title | Administrative Professional II / EH Support Staff | County | Hancock |
| Division | Environmental Health | Yearly Salary | Starting at \$18.06/hour |
| Supervisor | Director of Environmental Health | Position Type | Non-Exempt Full-time |

Position Summary:

Working under the direction of the Director of Environmental Health, the incumbent promotes and supports population health by providing a variety of clerical, administrative and technical support services such as providing specialized, technical, program, or department specific information to internal and external customers; answering phones; scheduling appointments; interviewing internal and external customers to establish services needed; establishing and maintaining data files; drafting and editing documents such as correspondence and contracts; and maintaining office accounts to include purchasing, payables, receipts, inventory, and budgeting.

Essential Duties:

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| 1 | Perform duties related to maintaining records (both paper and electronic), handling money, issuing receipts, entering data into the computer. |
| 2 | Greets public, answer telephone, take messages. Must demonstrate ability to communicate politely and effectively to a broad spectrum of individuals of all age groups from a variety of socioeconomic and educational backgrounds. |
| 3 | Provide specialized and/or technical department and program specific information that requires limited interpretation of established policies, procedures and other relevant sources to internal and/or external customers over the telephone, in writing and/or in person. |
| 4 | Schedule appointments for the plumbing inspector and sanitarians. |
| 5 | Bookkeeping functions: prepares purchase orders, pay-ins, ledgers, and data sheets. |
| 6 | Interview internal and/or external customers to establish program-specific documentation and/or identify services needed. |
| 7 | Shares responsibility for proper operation of office machines and maintenance calls. |
| 8 | Duplicates, collates, scans, faxes, assembles and files materials as requested. |
| 9 | Sorts, date stamps and distributes mail. |
| 10 | Compiles office data and prepares monthly reports and annual reports. |
| 11 | Prepares and issues invoices, maintains invoice files as procedure. |
| 12 | Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations. |
| 13 | Performs moderate numerical calculations involving cashiering, reconciling accounts; electronic claims submission, program billing, deposits, and/or other applications. |
| 14 | Uses appropriate computer programs for preparing documents, writing letters, issuing permits, and other similar work. |
| 15 | Participates in drills, training and other activities as needed for emergency response and bioterrorism events. |
| 16 | Performs 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 the plumbing inspector and the sanitarians; and participate in HPH performance management and use HPH performance management system and software.

Basic Qualifications

- High School Diploma/GED
- Ability to comply with state and agency policies and procedures;
- Ability to follow verbal and written instruction;
- Ability to establish and maintain cooperative working relationship with employees, officials, other agencies and the public;
- Ability to use and adapt to various computer software;
- Demonstrate ability to maintain a high degree of organization, coordination and communication with attention to detail and accuracy;

Preferred Qualifications

- Working knowledge of accounting principles.

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.



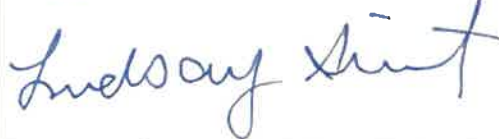
Position Specific Key Competencies for Public Health Professionals:

| Analytical/Assessment Skills | |
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| 1A2 | Identifies quantitative and qualitative data and information (e.g., vital statistics, electronic health records, transportation patterns unemployment rates, community input, health equity impact assessments) that can be used for assessing the health of a community. |
| 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. |
| 1A5 | Selects valid and reliable data. |
| 1A8 | Collects valid and reliable quantitative and qualitative data |
| 1A1 | Uses quantitative and qualitative data. |
| 1A11 | Describes assets and resources that can be used for improving the health of a community (e.g., Boys & Girls Clubs, public libraries, hospitals, faith-based organizations, academic institutions, federal grants, fellowship programs) |
| 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 state/Tribal/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 outcomes). |
| 2A4 | Contributes to implementation of organizational strategic plan |
| 2A5 | Identifies current trends (e.g., health, fiscal, social, political, environmental) affecting the health of a community |
| 2A6 | Gathers information that can inform options for policies, programs, and services (e.g., secondhand smoking policies, data use policies, HR policies, immunization programs, food safety programs) |
| 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 (eg., ability to obtain, interpret, and use health and other information; social media literacy) |
| 3A2 | Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images) |
| 3A3 | Solicits input from individuals and organizations (e.g., chambers of commerce, religious organizations, schools, social service organizations, hospitals, government, community-based organizations, various populations served) for improving the health of a community. |
| 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) |
| Cultural Competency Skills | |
| 4B1 | 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) |

| Community Dimensions of Practice Skills | |
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| 5B10 | Advocates for policies, programs, and resources that improve health in a community (e.g., using evidence to demonstrate the need for a program, communicating the impact of a program) |
| 5B11 | Collaborates in community-based participatory research |
| Public Health Sciences Skills | |
| 6B3 | Applies public health sciences in the delivery of the 10 Essential Public Health Services |
| 6B5 | Retrieves evidence from print and electronic sources. |
| 6C3 | Ensures public health sciences are applied in the delivery of the 10 Essential Public Health Services. |
| 6C5 | Synthesizes evidence from print and electronic sources. |
| 6C6 | Explains limitations of evidence (e.g., validity, reliability, sample size, bias, generalizability) |
| 6B9 | Contributes to the public health evidence base. |
| Financial Planning and Management Skills | |
| 7A3 | Adheres to the organization's policies and procedures |
| 7A4 | Describes public health funding mechanisms (e.g., categorical grants, fees, third-party reimbursement, tobacco taxes) |
| 7A5 | Contributes to development of program budgets. |
| 7A9 | Operates programs within budget |
| 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). |
| 7C16 | Uses performance management systems for program and organizational improvement. |
| Leadership and Systems Thinking Skills | |
| 8B1 | Incorporates ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities |
| 8B2 | Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels |
| 8B9 | Contributes to continuous improvement of individual, program, and organization performance (e.g., mentoring, monitoring progress, adjusting programs to achieve better results) |

Full List of Council on Linkages Competencies can be found at: http://www.phf.org/resourcestools/Pages/Core_Public_Health_Competencies.aspx (v.2014)

| Knowledge & Software Competencies: | | | |
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| 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 type="checkbox"/> 2 <input checked="" 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"/> 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 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"/> Microsoft Access | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 | <input checked="" type="checkbox"/> Clear Impact – Perform. Mgmt. | <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"/> Groupwise/MS Outlook <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 |
| | | | <input checked="" type="checkbox"/> Website/Social Media <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 |
| | | | <input type="checkbox"/> SPSS, SAS, or other statistical software <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 |
| 1= Beginner 2=Intermediate 3=Advanced/Expert | | | |

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| Reviewed By | Interim EH Director Kurt Schroeder, REHS | Date 7/30/2024 |  |
| Approved By | Health Commissioner Karim Baroudi, MPH, RS, REHS | Date 10/01/2017 |  |
| Last Updated By | Interim Health Commissioner Lindsay Summit, MPH, REHS | Date 7/30/2024 |  |

