

**The Hospital Council of Northwest Ohio (HCNO)
Job Posting**

<u>Job Title</u>	Community Health Improvement Coordinator
<u>Department</u>	Community Health Improvement
<u>Immediate Supervisor</u>	Director of Community Health Improvement
<u>Hours</u>	8a – 5p M-F with occasional after hours travel and weekends
<u>FLSA Status</u>	Exempt; salary

Position Qualifications

- A master's degree in Public Health preferred or equivalent health related field master's degree required.
- A minimum of 1-2 years' experience in public health or a hospital setting required.
- Knowledge of project evaluation, statistics, and medical terminology is critical.
- Experience with project management and health status data sources preferred.
- Ability to learn commonly used software programs as well as specialized mapping and database software required.
- Excellent written and verbal skills required.
- Critical thinker, able to research, design, oversee and complete projects with minimal guidance.
- Must be a self-starter, independent worker, and able to work as a member of a team.
- Must be adaptable and willing to accommodate routine and overnight travel within Ohio and Michigan.

Responsibilities

- Responsible for oversight and development of health improvement projects pertaining to community health assessment and health information resources.
- Provide expertise on the availability, content, and presentation of statistical information and best practices across a wide range of public health interests.
- Supervise graduate assistants and undergraduate student interns.
- Will travel multiple days per week in Ohio and Michigan, and on occasion, other states. Regular interaction with state agencies and high-level decision makers for hospitals, health departments, schools, and other agencies.

Goal #1: Community Health Assessment

Objective 1: Facilitate and coordinate meetings with local community health assessment committees. This includes routine travel during the week.

Objective 2: Complete customized, county-level health assessment reports integrating primary and secondary data sources. This includes survey development, surveying in schools, report development, presentations, data collection, data entry and other duties.

Objective 3: Work with IRB to ensure approval of all assessment pieces including surveys, passive permission slips, and letters.

Objective 4: Provide technical assistance to hospital CEOs and CFOs for IRS 990 documentation as it pertains community health assessment.

Goal #2: Implement and administer various health improvement and strategic planning projects and/or evaluation of these projects

Objective 1: Facilitate and coordinate meetings with local planning committees.

Objective 2: Complete customized reports.

Goal #3: Supervise graduate students and interns

Objective 1: Training and oversight of graduate and undergraduate students.

Objective 2: Conduct weekly staff meetings with students.

Goal #4: Assist the Vice President and Director of Community Health Improvement

Objective 1: Assist with other HCNO projects and grants when needed.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If interested and qualified, please send cover letter and resume to:

Tina Hacker, HR Manager
thacker@hcno.org