



**Public Health**  
Prevent. Promote. Protect.  
Dayton & Montgomery County

# Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2<sup>nd</sup> Floor, Dayton, Ohio 45422

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Email: [humanresources@phdmc.org](mailto:humanresources@phdmc.org) • [www.phdmc.org](http://www.phdmc.org)

Facebook/Twitter: [@PublicHealthDMC](https://www.facebook.com/PublicHealthDMC) • LinkedIn: [@public-health-dayton-&-montgomery-county](https://www.linkedin.com/company/public-health-dayton-&-montgomery-county)

## POSITION AVAILABLE

**Position:** Injury Prevention Coordinator  
**Department:** Chronic Disease Prevention  
**Office:** Health Promotion

**Posting Date:** December 20, 2019  
**Hours:** Full-time, M - F 8 am - 4:30 pm  
**Starting Salary:** A50/1 \$25.84- \$35.54/Hour  
\$53,747.20 - \$73,923.20/Annual

### **Minimum Qualifications:**

- A Bachelor's degree in Public Health, Health Education, a specialization in Injury Prevention or related field. Proficient with MS Office Suite.
- Current valid Ohio driver's license & access to a motor vehicle

### **Preferred Qualifications:**

- A specialization in Injury Prevention or related field with one year supervisory experience preferred; two years' experience Injury Prevention and/or Child Safety preferred.
- One-year experience planning, developing, and implementing community-based health promotion initiatives preferred
- Three years of related experience.

### **Responsibilities include but not limited to:**

- Coordinate the design, implementation, and evaluation of Injury Prevention Programs (i.e. Sexual health, child abuse/neglect, suicide, traumatic brain injury, matter of balance program, ACEs, domestic violence, violence);
- Monitors outcomes and effectiveness of Injury Prevention Programs.
- Supervise, coordinates and evaluates community coalition; conduct individual meetings with staff; assist staff in resolution of problems; assist in training and orientation of staff; analyze staff needs personnel actions.
- Leads Child Fatality Review Team (CFR); Co-Leads Community Action Team of Infant Mortality Task Force; Recruit members for committees; Update training documents and manuals as needed;
- Provides advanced training in specific issues relating to child health and safety.
- Serves as the primary liaison at meetings and on committee's related to injury prevention; actively serve on internal and external coalition and working groups; Schedules, facilitates, leads committee meetings; ensures committee (s) compliance with Accreditation, standard protocols, including ORC codes, and/or grant deliverables etc.
- Coordinates and participates in budget activities; Monitors program budget and make recommendations; Prepares financial and programmatic reports to sources of funding and others. Research and development of marketing materials that support Injury Prevention Programs; Update educational material as needed. Prepares and submits written reports to agency and community partners.
- Foster positive working relationships with community groups and other agencies to collaborate on injury prevention work. Coordinates programs to better serve the community; Conducts community outreach and program referrals. Serves as a resource person for the community, staff, and stakeholders.
- May be required to play an active role during a public health emergency, crisis, outbreak, incident. This may include changes in responsibilities and working locations/hours.

### **PHDMC provides a quality, affordable and competitive healthcare benefits package, including the following:**

- Health, Dental, Vision Insurance
- Vacation, sick and personal leave
- Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)

### **How to apply:**

- Complete the application found on our website: [www.phdmc.org/about/employment-postings](http://www.phdmc.org/about/employment-postings).
- Fax, email, or deliver the completed application to Human Resources at: (937) 496-3070  
Public Health – Dayton & Montgomery County [humanresources@phdmc.org](mailto:humanresources@phdmc.org)  
117 South Main Street, 2<sup>nd</sup> Floor  
Dayton, Ohio 45422

**Closing Date to Apply:** January 10, 2020 or until position is filled

**Position is subject to a criminal background check.**

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

**PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").**