



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

Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2nd Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: humanresources@phdmc.org • www.phdmc.org

Facebook/Twitter: @PublicHealthDMC • LinkedIn: @public-health-dayton-&-montgomery-county

POSITION AVAILABLE

Position: Senior Manager of Communicable Diseases
and Nurse Practitioners

Department: Communicable Disease Administration

Office: Health Services

Posting Date: August 28, 2020

Hours: Full-time, M - F 8:00 am - 4:30 pm

Salary Range: A74 \$49.91/hour - \$68.59/hour

\$103,812.80 - \$142,667.20/Annual **

** *Salary commensurate with experience*

Minimum Qualifications:

- Master's Degree in Nursing, Knowledge of Public Health and Communicable Disease.
- Certified Nurse Practitioner with prescriptive authority to practice nursing in the State of Ohio and 3-5 years of experience
- Two years of experience in Health Management and two years of administrative experience in a supervisory capacity
- Knowledge of Public Health and Communicable Diseases
- Current valid Ohio driver's license & access to a motor vehicle

Preferred Qualifications:

- Familiar with Ohio Disease Reporting System and Grants Management Information System
- Grant writing experience
- Contract and Policy Development

Responsibilities include but not limited to:

- Overseeing the day to day operations of the Communicable Disease Programs; including responsible for the supervision of programs and staff of the Communicable Disease Clinics, HIV programs, and Nurse Practitioners.
- Contract development and updating
- Direct Supervision of assigned staff and Nurse Practitioners
- Responsible for all Communicable Disease Grants
- Development and monitoring of budgets
- Policy development
- Direct Patient Care
- Strategic Planning for Communicable Disease Programs
- May be required to play an active role during a public health emergency, crisis, outbreak, incident or event in which the Health Commissioner deems additional changes in responsibilities and working locations / hours.

PHDMC provides a quality, affordable and competitive package to full time employees, including the following:

- Health, Dental, Vision Insurance, Vacation, sick and personal leave, Paid holidays
- Eligibility to contribute to a Deferred Compensation Program
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program (Section 457) plan

How to apply: Complete the application found on our website:

<https://www.phdmc.org/agency-publications/13-phdmc-employment-application-packet/file>

- Fax, email, or deliver the completed application and resume to Human Resources at:

Public Health – Dayton & Montgomery County
117 South Main Street, 2nd Floor
Dayton, Ohio 45422

Fax (937) 496-3070
humanresources@phdmc.org

Closing Date to Apply: September 14, 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").