



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: PHN Communicable Disease Clinic Manager

Department: Communicable Disease /STD Clinic

Office: Health Services

Posting Date: October 15, 2020

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

Starting Salary: C52/1 \$32.56 /Hour

\$67,724.80/Annual

** salary commensurate with experience**

Minimum Qualifications:

- A Bachelor's degree in Nursing; 3 years nursing experience preferably in Public Health.
- Two years of related supervisory experience
- Knowledge of Public Health communicable diseases.
- Current valid Ohio driver's license & access to a motor vehicle

Preferred Qualifications:

- Write grant applications, statistical and narrative reports. Ability to collaborate with outside agencies in the provision of Public Health services. Interpret and apply protocols, regulations, policies and procedures.

Responsibilities include but not limited to:

- Supervise assigned clinic managers.
- Develop, implement, evaluate and modify public health clinics performance. Perform audits, directs corrective action and compliance plan with managers to improve outcomes.
- Oversee the writing of grant applications, submission and budget revision. Directs staff in grant writing. Submits grant into GMIS and makes budget revisions onto GMIS.
- 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:

<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: November 1, 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").