



**POSITION AVAILABLE**

**Position:** Preventative Health Education Manager  
**Department:** Chronic Disease/Prevention Health  
**Office:** Health Promotion

**Posting Date:** September 14, 2022  
**Hours:** Full-time, M- F 8 am – 4:30 pm  
**Starting Salary:** C51/1 - \$31.11 -\$46.72/Hour  
\$64,708.80 - \$97,177.60/Annual  
*\*\* Salary commensurate with experience*

**Minimum Qualifications:**

- Master's Degree in Health Education or Public Health with 5 plus years of supervisor experience or Bachelor's Degree in Health Education or Public Health with 7 plus years of supervisor experience.
- Current valid Ohio driver's license & access to a motor vehicle.
- 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.

**Preferred Qualifications:**

- A Master's degree in Public Health or related field with five plus years of related supervisory experience.
- Grant writing experience.
- Certified Program Management.

**Responsibilities include but not limited to:**

- Supervises, coordinates and evaluates performance of Tobacco, Injury Prevention, and Health Education Specialist program staff; Coordinates with staff to develop goals and objectives of programs; Conducts staff meetings; Acts as liaison between staff and administration; Conducts individual meetings with staff Recommend personnel actions.
- Coordinates the design, implementation and evaluation of public health education programs; Assist with and coordinates the establishments, implementation and evaluation of standards which ensure effective and quality health services; Recommends, directs and/or coordinates surveys, studies and evaluation of target population needs and project services; Develops and/or reviews recommendations for improvement and/or expansion of services.
- Co-Leads Community Health Improvement Plan (CHIP) workgroup; Co-Leads Healthy People Branch of the Food Equity Coalition; Recruits members for committees; Conducts training and orientation of new team members to committee; Updates training documents as needed; Actively serve on internal and external coalitions and working groups.
- Responsible for overseeing the design, implementation and evaluation of health education programs; Identifies and assesses individual and community needs; Provides guidance in planning programs and services; Implements, monitors, coordinates and evaluates activities; Develops revisions as necessary to improve the quality of services; Develops and employs a variety of educational methods, techniques, resources and materials needed; Develops minutes and written reports, and documentation pertaining to assigned programs.
- Coordinates and participates in budget activities; Monitors program budget and makes recommendations; Prepares financial and programmatic reports to sources of funding and other grants; Conducts research on and identifies additional sources of funds; Coordinates and participates in the development of grants; Oversees the implementation and evaluation of grant activities.
- Serves as community consultation/liason to state, county and other health organizations; Provides public speaking (education) and technical assistance with planning community health promotion activities; Designs publications, brochures, etc. to promote programming.

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

- Health, Dental, Vision Insurance
- Vacation, sick and personal leave and holiday pay
- Membership with Ohio Public Employee 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 and resume to Human Resources at:  
Public Health – Dayton & Montgomery County [humanresources@phdmc.org](mailto:humanresources@phdmc.org)  
117 South Main Street, 2<sup>nd</sup> Floor Fax (937) 496-3070  
Dayton, Ohio 45422

**Closing Date to Apply:** September 30, 2022 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.

Applicants who do not support and promote Public Health evidence-based and evidence-informed public health practices shall not be considered for a position with Public Health

**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").**