



# SENECA COUNTY GENERAL HEALTH DISTRICT

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Visit us on the web: [www.senecahealthdept.org](http://www.senecahealthdept.org)

Anne Goon, MS, RD, LD, Health Commissioner

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## POSITION POSTING

**POSITION:** Health Planner/Grants Manager (Health Educator 3) - Full Time (35 hours/week)

### POSITION SUMMARY:

The health planner/grants manager promotes individual and population health by coordinating community health planning and response initiatives. These initiatives include developing and implementing community health assessment and improvement planning cycles; coordinating the Health District's preparation for, response to, and recovery from public health emergencies; and managing various public health emergency response grants.

### ESSENTIAL DUTIES (See position description for more details):

- Coordinates the Health District's bioterrorism and public health emergency preparedness and response efforts.
  - Plans, develops, implements, and directs bioterrorism and public health emergency preparedness/response activities for the agency, in close collaboration with regional PHEP planner and epidemiologist contracted to meet the agency's PHEP grant deliverables.
  - Builds and maintains collaborative relationships with local, state, regional and federal response partner agencies, medical community, and other partners.
  - Plans, conducts, and documents trainings, drills, workshops, and exercises for agency staff and community, including required FEMA, ICS, and long-distance learning courses.
  - Coordinates Medical Reserve Corps unit for Seneca County.
- Coordinates the Health District's community health assessment and improvement planning efforts.
  - Facilitates community health assessment and improvement planning processes in close collaboration with the Seneca County Health Alliance. Ensures processes and plans meet national public health accreditation standards.
  - Develops and implements community engagement strategies to assure the active involvement of community members and stakeholders in community health assessment and improvement planning efforts.
- Assists with properly managing emergency response grant programs and funds.
- Serves as a Health District liaison in the community by participating on coalitions, committees, and task forces.

### QUALIFICATIONS (See position description for full detail):

- Bachelor's degree in public health, emergency management, health sciences, health education/promotion, or closely related field; master's degree preferred.
- Three (3) years of public health/public health planning experience; prior Incident Commander experience preferred.
- NIMS/ICS 100, 200, 700, 800 certification required; 300, 400 must be completed within 6 months of employment.
- Ability to communicate and collaborate effectively with individuals and groups from a wide variety of diverse backgrounds, cultures, socio-economic status, interests, and experiences.
- Working knowledge of Microsoft Office applications.
- Ability to successfully pass a background check.
- Valid Ohio driver's license and insurability according to Health District policy.

### COMPENSATION

Pay Grade: 6; range of \$19.19-\$25.57 per hour, based on experience.

### TO APPLY:

E-mail employment application located on our website, cover letter, and resume with three references to [vhartman@senecahealthdept.org](mailto:vhartman@senecahealthdept.org). Applications will be accepted until position is filled.

Seneca County General Health District provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

Posted 12/15/2021.