



HEALTH DEPARTMENT – OUTREACH SERVICES COORDINATOR

CLASSIFICATION – OUTREACH SERVICES COORDINATOR

Title:	Outreach Services Coordinator	Civil Service Status:	Classified Full-Time CONDITIONAL
Department:	Health Department	FLSA:	Exempt
Bargaining Unit:	n/a	Bargaining Unit Approval:	
Immediate Supervisor:	Health Commissioner	Positions Supervised:	NONE

Description

Under administrative direction of the Health Commissioner, the Outreach Services Coordinator provides community outreach across all divisions. The Outreach Services Coordinator is responsible as liaison through a multitude of programs, services, coalitions and task forces. The Outreach Services Coordinator position seeks out grant opportunities at all levels. This position may be asked to perform other duties as required by the Health Commissioner. **THIS POSITION IS GRANT FUNDED AND IS CONTINGENT ON CONTINUED FUNDING FROM SAID GRANT.**

Job Duties

- Grants management including researching grant opportunities
- Collects and provides data analysis for the HD Community Health Assessment
- Develops and manages program budgets and meets grant deliverables
- Identifies specific policies, programs or issues of disparity within the community and takes steps to address that disparity
- Collaborates with community partners to improve health outcomes in the Massillon City community through participation in community events, coalitions, task forces, etc
- Plan, implement, evaluate and promote health related programs and activities
- Assists with quality improvement, performance management and implementation of the MCHD Strategic Plan and Health Improvement Plan
- Collaborates with staff on outreach activities and special projects
- Develops and maintains effective communications and working relationships co-workers, other health professionals and the General Public
- Embraces accreditation standards and projects with energy
- Assists in Emergency Preparedness
- Maintains and promotes good public relations as city representative
- Other duties as assigned by the Health Commissioner

Experience / Education Preferred

- Must have a High School diploma or GED
- Prefer some experience with foreign language and / or sign language
- 3-5 years of experience in administrative, community service or customer service jobs
- Considerable knowledge of computer software with secretarial skills as well
- Possess a valid Ohio Driver's License