



NOTICE OF EXAMINATION

OUTREACH SERVICES COORDINATOR

The Massillon Civil Service Commission will conduct a competitive Resume Review for the position of Outreach Services Coordinator with the City of Massillon Health Department. **The deadline for applications is Friday August 07, 2026** at 1:00 pm. Candidates must submit a cover letter and resume along with their application in order to be considered for this position.

DUTIES:

Under administrative direction from the Health Commissioner, the Outreach Services Coordinator provides community outreach across all divisions of the Health Department. 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.

MINIMUM REQUIREMENTS:

To be eligible for examination, applicants must meet the following qualifications:

- Applicants shall possess a Valid driver's license issued by the applicant's state of residence
- Applicants shall possess a High School diploma or GED.
- Applicants shall possess a minimum of 3 years administrative, community service or customer service experience
- **THIS POSITION IS GRANT FUNDED AND IS CONTINGENT ON CONTINUOUS FUNDING FROM SAID GRANT!**

SKILLS, ABILITIES, PHYSICAL DEMANDS:

- Ability to establish effective communications with co-workers and the general public
- Ability to work well under pressure and understand grant funding and grant management
- Ability to write legibly and succinctly and complete professional reports
- Ability to collaborate with community partners to improve health outcomes
- Physical demands include: standing, walking, kneeling, crouching, climbing stairs, etc on a routine basis
- The Outreach Services Coordinator must be able to frequently lift and/or move up to 10 pounds
- The Outreach Services Coordinator must be able to regularly lift and/or move up to 25 pounds
- The Outreach Services Coordinator must be able to occasionally lift and/or move up to 50 pounds
- The Outreach Services Coordinator must have specific vision abilities including: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

PAY & BENEFITS:

New Hires will be eligible for our rich benefit plan. The plan includes: Comprehensive Health Care Insurance, Retirement Plan, Paid Vacation, Sick Leave Benefit, Paid Holidays

BASE SALARY RANGE: \$19.88 hourly FULL - TIME CLASSIFIED

THIS POSITION DEPENDS EXCLUSIVELY ON GRANT FUNDING AND DEPENDS ON GRANT FUNDING TO SUSTAIN ITSELF!

APPLY HERE!

<https://massillonohio.gov/jobs>

In order to be eligible for this position, candidates must submit a resume and cover letter along with their application.

Applicants MUST HAVE A MINIMUM of 3 years customer service experience in order to apply!!

PASSING SCORE & BONUS CREDITS:

The minimum passing score is seventy percent (70%). Twenty percent (20%) is the maximum total bonus credit available which, if applicable, will be added to passing scores of seventy percent (70%)

● Veteran's Preference

Any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, who has completed more than one hundred eighty days of active duty service pursuant to an executive order of the president of the United States or an act of the congress of the United States may file with the director a certificate of service or honorable discharge, and, upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

Applicants must submit a certificate of service or Honorable Discharge (Form DD 214 – Long Version) as proof of honorable military service at the time of filing the application to receive credit.

ADDITIONAL TESTING & REQUIREMENTS PRIOR TO APPOINTMENT

Applicants who obtain a minimum score of seventy percent (70%) or greater on the written examination (prior to bonus credit being included) will be required to pass an oral interview, background investigation, drug screen, and medical evaluation.

REASONABLE ACCOMODATION

Applicants with a disability requiring accommodation at any phase during the testing process must advise the Civil Service Commission in writing at the time of application to permit accommodations. Failure to notify the Commission of any disability requiring accommodation after the application deadline may result in the Commissions inability to accommodate any disability.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Massillon is an equal opportunity employer.

BY ORDER OF THE MASSILLON CIVIL SERVICE COMMISSION

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Tom Burgasser, Administrator
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