



## Massillon Civil Service Commission

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### **NOTICE OF EMPLOYMENT**

The Massillon Civil Service Commission is now hiring for the position of **Outreach Services Coordinator** for the Massillon Health Department.

**SALARY:** \$18.74 - \$23.65 hourly Full-Time CLASSIFIED  
**THIS POSITION IS GRANT FUNDED AND IS CONTINGENT ON CONTINUED FUNDING FROM SAID GRANT**

**BENEFITS:** The City of Massillon offers a benefit package that includes:  
Comprehensive Health Care Insurance  
Retirement Plan  
Paid Vacation  
Sick Leave Benefit  
Paid Holidays

To be eligible, you must complete a formal application for the City of Massillon. Applications will be accepted through June 14<sup>th</sup>, 2023. You **MUST** submit a resume and cover letter with your application. Failure to submit a resume and cover letter will disqualify you. The resume and cover letter will be examined to create a certified eligibility list. Send to: Massillon Civil Service Commission or apply online

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#### **JOB RESPONSIBILITIES:**

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.

#### **MINIMUM QUALIFICATIONS:**

- High school diploma or GED
- Must possess a valid Ohio Driver's License
- Prefer some experience with foreign languages or sign language
- Considerable knowledge of computer software with secretarial skills

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrates grants management skills and / or experience
- Understands data analysis and computer software programs
- Demonstrates ability to work with diverse populations
- Demonstrates physical fitness.
- Carries out instructions in written, oral or picture form.
- Cooperates with co-workers on group projects.

## **BONUS INFORMATION:**

### **BONUS CREDIT – DOCUMENTATION & STANDARDS**

**Military:** An additional credit of twenty percent (20%) for those that have completed **One hundred eighty days (180) of active duty** serving service to executive order of the President of the USA or an act of Congress.

An additional credit of fifteen percent (15%) for those that have completed **Initial entry-level training, or a retired member of a reserve** component of the Armed Forces of the United States, including the Ohio National Guard.

- *Applicants must submit a certificate of service or Honorable Discharge (DD-214-Long Version) as proof of honorable military service and discharge to receive credit.*

**Additional Examinations:** Candidates receiving a conditional offer of employment will be required to pass a pre-employment medical examination, drug screen and background check.

### **REASONABLE ACCOMMODATION**

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 Commission's inability to accommodate any disability.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The City of Massillon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, gender, national origin, age, political affiliation, or any other non-merit factor.