



**Morgan County Health Department**  
4275 N St Rt 376 NW  
McConnelsville, OH 43756  
Phone: 740-962-4572  
Fax: 740-962-3271

*Posting Date: November 01, 2024*

Morgan County General Health District

## **Job Title: Grant & Education Coordinator**

**Division:** Administration

**Location:** Morgan County Health Department, McConnelsville, OH 43756

**Our Team:** At the Morgan County Health Department, our mission is to provide quality client-centered public health services to enhance the well-being of the entire population of Morgan County. We believe that the greatest wealth of a community is the health of the people and are dedicated to fulfilling our five core values of quality service, knowledge, diversity, collaboration and teamwork.

**Employment Category:** Part-Time

**Hours:** 24 hours per week, 8:00-4:00 occasional evening and weekend hours may be required.

**Pay Range:** Based on experience.

**Grant Funded:** Yes, continuation of position may be dependent upon grant funding.

**Benefits:** Benefit package includes enrollment in Ohio Public Employees Retirement System

### **Essential Duties:**

- Under the direction of the Health Commissioner/Administrator, this position is expected to assess, plan, implement and evaluate grant programs for topics including, but not limited to injury prevention, nutrition, physical activity, and tobacco cessation and prevention
- Assist with writing grants and maintain compliance with grant reporting requirements
- Assist Front Office with call center duties to share information on mitigation, infection prevention and control and essential public health services in our jurisdiction.
- Coordinate, implement, and evaluate health education to prevent, limit transmission, and control the spread of COVID-19 and other infectious diseases
- Coordinate, facilitate, and assist in community education and outreach initiatives
- Coordinate efforts to inform and educate about public health issues and functions provided by the agency (including print and social media)
- Conduct training sessions on relevant topics for the community and MCHD staff
- Participate in the Community Health Assessment with community partners
- Implement and report on the Community Health Improvement Plan and associated health initiatives



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- Establish and maintain linkages in the professional community related to public health
- Maintain relationships with academic programs to promote careers in public health
- Evaluate, interpret, and report public health data
- Identify community needs and opportunities to implement and sustain policy, system and environmental change efforts to address access to healthy food in the community
- Represent agency programs and goals in the community and serve as a public health resource in the community
- Create resources to improve health literacy and health awareness
- Participate in the health department's readiness to seek accreditation
- Other duties as assigned

**Minimum Experience/Qualifications:**

- Associates degree required with Bachelor's degree preferred in relevant field of study
- Prior experience in public health preferred
- Mathematical aptitude necessary to assist in developing program budgets and monitoring expenditures
- Must have a valid driver's license and have reliable transportation
- Must be able to provide proof of automobile insurance
- Must successfully pass a background check
- Must have willingness to learn new skills, be adaptable/flexible
- Must have ability to use computer applications and be proficient in MS Office products
- Must have excellent customer service skills, verbal and written communication skills
- Must have excellent interpersonal relationship skills including cultural sensitivity

Cover letters and resumes will be accepted until the position is filled. Applicants will be selected for interviews based on qualifications and the quality of resumes and cover letters. Successful applicants must complete criminal background checks.

If you would like to be a part of our team, email cover letter and resume to: Jeff Michaels, Administrator at [jeff.michaels@morgancounty-oh.gov](mailto:jeff.michaels@morgancounty-oh.gov), or mail to: Morgan County Health Department, Attn: Jeff Michaels, Administrator, 4275 N St. Rt. 376 NW, McConnelsville, OH 43756.

*The Morgan County Health Department is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age disability or military status in employment or the provision of services. Our agency is committed to the recruitment of diverse individuals who can offer different talents and perspectives to assist us in accomplishing our agency's mission, vision, and the fulfillment of our five core values.*