

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

POSITION AVAILABLE

Position: Disease & Emergency Supervisor

Reports to: Deputy Director

Position to be filled: September 26, 2022

Salary: \$ 61,959 annually

Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.

Flexible Work Arrangements: Alternate work schedule or changes in work schedule available after initial training period with approval. Core work hours of 10am to 2pm required of all staff. Remote work from home available up to two days per week with approval after the completion of a minimum of 60 days of employment.

Vaccine Policy: Effective November 1, 2021 all new hires will need to meet COVID and Influenza vaccine requirements or request an exemption as outlined in the CCBH Vaccination Policy.

Minimum Requirements:

1. Bachelor's degree in Public Health, Emergency Management, or related field.
2. Minimum of five years of experience in reportable disease investigation and/or emergency preparedness planning and response (including outbreak response and investigations).
3. Experience with conducting simple statistical analyses (e.g. univariate and bivariate analysis) in an academic setting, healthcare system, or private industry.
4. Experience leading a business team/unit and creating & monitoring program and/or department budgets.
5. Strong customer service, verbal and written communication skills, and effective presentation skills.
6. Good interpersonal relationship skills including cultural sensitivity and competence.
7. Proficient in Microsoft Office Suite. Proficiency with using statistical analysis software.
8. Proficiency with use of databases and data collection methodology for data querying and reporting.
9. Ability to serve in a leadership role as a member of a team.
10. Strong relationship management and training skills.
11. A valid Ohio driver's license with ongoing proof of auto insurance.

Responsibilities:

1. Provides direction and leadership to staff providing programmatic services.
2. Oversees assigned programs to ensure proper compliance with regulatory and funder requirements.
3. Develops/writes grant applications and related documents including needs assessments, program methodologies, staffing and funding requirements to be submitted to funding entities.
4. Maintains required records and reporting to ensure that funding requirements are met. Reapplies for grants as necessary to maintain funding for public health programs.
5. Monitors and assists with disease investigation and outbreak response activities. Provides overall guidance to staff during investigations and response.
6. Prepares/revises budgets, monitors expenditures, and ensures program fiscal administration.
7. Interfaces with the community to develop and enhance positive working relationships with regulated entities, community officials, local legislative representatives, and the general public.
8. Represents CCBH on internal and external committees and participates in CCBH initiatives for program improvement. May be asked to represent CCBH on a state, regional, or national level.
9. Maintains current knowledge of local, state, and federal public health regulations.
10. Participates in quality assurance and improvement activities to foster a culture of quality improvement.
11. Manages the performance of assigned staff and initiates the hiring and progressive discipline processes.
12. Provides leadership and direction in public health emergency activities.
13. Performs other duties as assigned by Director.

Please complete the online application on our website, www.ccbh.net/jobs

Please upload your resume with your application.

Deadline to Apply: August 26, 2022

Bilingual Applicants Welcome

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

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THIS EMPLOYER PARTICIPATES IN E-VERIFY

All employees hired for a position must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.