



Position: Program Coordinator for Healthy Start

Basic Qualifications:

- Bachelor's Degree in Health Education or related field
- 1-3 years experience in maternal and child health
- Excellent written/verbal communication, analytical/investigative, and organizational/detailed-oriented skills
- Knowledge of the principles and practice of grant writing
- Knowledge of current public health issues, problems and concerns relating to maternal and child health
- Ability to work with diverse populations
- Ability to work independently and as a member of an inter-disciplinary team
- Must have a valid driver's license and reliable transportation

Preferred Qualifications

- Master's Degree in Public Health or related field
- Certified Tobacco Cessation Specialist

Responsibilities:

Works with Project Director and Epidemiologist to submit statistical, performance, and descriptive reports required by the Notice of Award.

Works with Project Director to prepare and submit the annual non-competing continuation grant proposal for the Maternal Child Health Bureau/HRSA.

Attends HRSA/MCHB grantee meetings and represents Healthy Start on HRSA/MCHB related conference calls, webinars, and learning collaborative meetings.

Prepares and submits quarterly progress/performance reports to the Project Director and HRSA/MCHB which provide service statistics, an analysis of programmatic strengths and weaknesses, and recommended courses of action and/or corrective action.

Serves as liaison between the federal project and the local community, and assures compliance with federal rules, regulations, conditions, program standards, and expenditures.

Develops and maintains relationships with staff at hospitals, health centers, schools and other organizations serving pregnant women in the target community to create bidirectional linkage agreements, coordinate care, and share resources.

Assists with monitoring community health workers employed under Pathways and Healthy Start grant and serves as a liaison to staff at Hospital Council of Northwest Ohio Pathways HUB.

Reports on progress toward deliverables and provides other project-specific information and updates to funder and partners in a timely and comprehensive way.

Assures proper entry and collection of Healthy Start data from partners.

Provides tobacco cessation counseling and education to tobacco addicted women ages 13-44 including pregnant women.

Additional Duties/Responsibilities:

- Represents Toledo-Lucas County Health Start at a variety of meetings in the community.
- Monitors safe sleep initiatives
- Works with the Project Director to identify and write grants to fund Healthy Start initiatives
- Performs special projects and other tasks as requested by the Project Director
- Assists with developing and evaluating program protocols and procedures
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Please email or mail cover letter and resume to:

Email: TLCHDresumes@co.lucas.oh.us

Toledo-Lucas County Health Department
Attn: Khayla Finnegin
635 N. Erie
Toledo, Ohio 43604

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