



Position: Ohio Equity Institute Program Coordinator

Basic Qualifications:

- Master's Degree in Public Health or related field
- Excellent written & verbal communication, analytical & investigative, and organizational & detail-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
- A valid driver's license and reliable transportation

Responsibilities:

- 1 Facilitates OEI upstream and downstream intervention implementation.
- 2 Submits OEI community team list as updated including community meeting minutes/notes.
- 3 Submits data to OEI Epidemiologist for ODSS, tracking and reporting outcomes in ODSS, especially in census tracts previously identified with poor birth outcomes and as otherwise prescribed by the Ohio Department of Health.
- 4 Submits monthly program reports that outline progress in implementing interventions overall and within census geographies previously identified as having a high burden of low birthweight and premature birth outcomes.
- 5 Submits a mid-year and annual data report using ODSS data and graphics and supplemented by other data as described in the evaluation plan.
- 6 Update OEI Logic Models and OEI Evaluation Plans submitted with mid-year and annual report.
- 7 Participate in monthly OEI technical assistance calls and Learning Community opportunities with the Ohio Department of Health.
- 8 Attend yearly face to face OEI meetings.
- 9 Assures entry and collection of data for ODSS from partners.
- 10 Responsible for all OEI core team meetings

Other Responsibilities: Represents the Health Department at a variety of meetings in the community, Other duties as assigned

Please email or mail cover letter and resume to:

Email: TLCHDresumes@co.lucas.oh.us

Toledo-Lucas County Health Department

Attn: Khayla Trego

635 N. Erie

Toledo, Ohio 43604

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