

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

POSITION AVAILABLE

Position: Grant Supervisor

Reports to: Deputy Director

Position to be filled: September 12, 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:

- Bachelor's degree in public health, public health administration, or related field.
- Certification/Licensure based upon the required discipline.
- Minimum of five years of public health experience, including experience as a Program Manager or equivalent.
- Valid driver's license and insurance at time of appointment
- Strong ability to efficiently multi-task on a daily basis.
- Strong relationship management and training development skills.
- Strong customer service, verbal and written communication, strategic thinking, and leadership skills, and effective presentation skills.
- Good interpersonal relationship skills including cultural sensitivity & competence.
- Proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Strong proficiency with Microsoft Excel.
- Proficiency with databases and data collection methodology.
- Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Mathematical aptitude necessary to develop program budgets and monitor expenditures.
- Ability to preserve confidentiality of program records.

Responsibilities:

Will include, but NOT limited to:

- Provides direction and leadership to staff in HIV/STI related programs and services.
- Oversees assigned programs to ensure proper compliance with regulatory and funder requirements.
- Oversees and coordinates HIV/STI mandated reporting received from providers and other health departments; compliance with ODH reporting requirements/schedule
- Leads the coordination and maintenance of programs to meet community needs, grant and regulatory requirements.
- Develops/writes grant applications and related documents including needs assessments, program methodologies, staffing and funding requirements to be submitted to funding entities. Reapplies for grants as necessary to maintain funding for public health programs.
- Represents CCBH on state/national sub-committees. Leads and/or provides oversight of the planning, development, coordination, implementation, and evaluation of multisector partnerships of assigned programs.
- Establishes and maintains internal and external relationships to facilitate program development & maintenance initiatives.
- Manages the performance of assigned staff and initiates the hiring, and progressive discipline process.
- Prepares/revises budgets, monitors expenditures, and ensures program fiscal administration.
- Develops and enhances positive community relations and collaborates with program funders, program participants, healthcare partners, local legislative representatives, and the general public on public health initiatives.
- Maintains knowledge of local, state, and national public health programs and funding opportunities.
- Provide leadership and direction in public health emergency activities.
- Implements service area goals, policies, and procedures.
- Participates in quality assurance and improvement activities to foster a culture of quality improvement within the assigned service area and agency.
- Collaborates with internal and external partners on special projects as assigned.
- Performs other duties as assigned.

Please complete the online application on our website, www.ccbh.net/jobs
All applicants are required to upload a resume and include a cover letter with their application.

Deadline to Apply: August 12, 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.

THIS AGENCY IS AN EQUAL PROVIDER OF SERVICES AND AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER CIVIL RIGHTS ACT 1964

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.