

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

POSITION AVAILABLE

Position: Grant Coordinator
Reports to: Grant Supervisor
Position to be filled: February 13, 2023
Starting Salary: \$42,710 annually
Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.

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.
- Minimum of one year of experience with grant administration or other related experience. OR five years of experience (with a HS Diploma/GED), OR three years of experience (with an Associate's degree) OR no experience necessary (with a Master's degree).
- Knowledge of grant research & writing, and RFP processes.
- Valid driver's license and insurance at time of appointment
- Ability to efficiently multi-task on a daily basis.
- Good relationship management and training development skills.
- Good customer service, verbal and written communication 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 use of databases and for data querying and reporting.
- Mathematical aptitude necessary to assist in monitoring budget expenditures.
- Ability to preserve confidentiality of program records.

Ending the HIV Epidemic Program:

- Monthly HIV Data Reports—compile aggregate testing data & positivity reports
- Facilitate Program purchase orders/procurement: program supplies, catering, HIV testing supplies etc.
- Assist with coordination of community advisory group gatherings (i.e. invitations, agendas, minutes, surveys & assessments)
- Social Media Marketing – Facebook, Instagram & Twitter

Responsibilities:

- Monitors and provides support to subgrantees regarding the Ending the HIV Epidemic program/curriculum implementation and achievement of program goals. Partners with external stakeholders to assist with program implementation.
- Coordinates the acquisition of program materials & supplies and delivery of high quality services. Provides programmatic technical assistance to subgrantees as necessary.
- Assists with conducting training needs assessment(s), and proceeds with coordinating and facilitating regular training sessions for assigned program(s). Conducts post-training evaluations.
- Assists with the establishment and maintenance of internal and external relationships and leverages relationships to maximize program and training effectiveness.
- Facilitates regular meetings with subgrantees and other program stakeholders to provide updates and address issues/concerns.
- May assist in monitoring program and subgrantee budgets. May assist subgrantees with purchasing decisions and ideas for effectively utilizing budget regarding program materials and supplies.
- Participates in local and state-wide meetings to stay abreast of changes in public health trends and regulations that may impact assigned program(s).
- May participate in strategic planning activities and provide input regarding potential new programming and/or service improvement. Assists with identifying additional service agencies, potential community collaborations, and addressing community health issues.
- Represents CCBH as a participant at coalition and/or subcommittee meetings. Assists with the planning, development, coordination, implementation, and evaluation of multisector partnerships of assigned programs.
- Develops and extracts reports from databases (i.e., Enterprise, etc.) for delivery to internal and external customers. Gathers and organizes documents to satisfy public records requests or other reporting obligations.
- Participates in quality assurance and improvement activities to foster a culture of quality improvement within the assigned service area.
- Collaborates with internal and external partners on special projects as assigned.
- Participates in public health emergency activities as needed.
- 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: January 23, 2023
Bilingual Applicants Welcome

Benefits offered at CCBH (for employees working at least 40 hours per pay period/Bi-weekly):

- Medical (full time employees responsible for 10% of premium)
- Dental (full time employees responsible for 10% of premium)
- Vision
- Public Employee Retirement System (PERS)
- Deferred Compensation
- FSA Health and Dependent Care
- Tuition Reimbursement
- Holidays (14 paid per year)
- Vacation Time (13 paid days per year for new service PERS members*)
- Sick Time (15 paid days per year*)
- Personal Days (up to 3 paid per year)
- Agency paid Life Insurance
- Additional Voluntary Life Insurance
- Voluntary Identity Theft Protection
- Voluntary Critical Illness
- Voluntary Accident Insurance
- Employee Assistance Program
- Free Parking Onsite
- Remote work from home available up to two days per week with approval after the completion of a minimum of 60 days of employment.
- 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.

*Benefit is prorated based on start date

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.