

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

2 POSITIONS AVAILABLE

Position: Grant Program Manager
Reports to: Grant Supervisor
Position to be filled: February 27, 2023
Starting Salary: \$56,127 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 three years of experience with grant administration or other related experience. Or seven years of experience (with a HS Diploma/GED), OR five years of experience (with an Associate's degree) OR one year of experience (with a Master's degree).
- Demonstrated 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.
- Strong relationship management and training development skills.
- Strong customer service, verbal and written communication skills, and effective presentation skills.
- Good interpersonal relationship skills including cultural sensitivity and 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.
- Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Mathematical aptitude necessary to assist with the development of program budgets and monitor expenditures.
- Ability to preserve confidentiality of program records.

1 Position: Maternal and Child Health Program:

- Responsible for assisting with the oversight and implementation of various programs and initiatives that address inequities in maternal and child health through data collection and analysis, community engagement, direct service, and policy reform.
- Knowledge of maternal and child health

1 Position: Racial and Ethnic Approaches to Community Health Program:

- Responsible for assisting with the oversight and implementation of various programs and initiatives (examples: healthy eating, active living, tobacco control, COVID vaccine equity) that address chronic disease disparities through data collection and analysis, community engagement, and policy reform.
- Knowledge of chronic disease prevention across the lifespan

Responsibilities:

- As team leader, researches, assists in developing, and implements new and existing CCBH programs. Assists in seeking grant funding opportunities, preparing grant proposals and writing grant applications.
- Leads the development of grant proposal contents and leads the process of gathering required supporting materials (i.e., letters of support, etc.).
- Participates in program budget development. Assists in monitoring program and/or subgrantee budgets. Assists subgrantees with purchasing decisions and ideas for effectively utilizing budget regarding program materials and supplies. Obtains supervisor approval for subgrantee expenditures & changes in funding allocation.
- Monitors and provides support to subgrantees regarding program/curriculum implementation and achievement of program goals. Partners with external stakeholders to assist with program implementation.
- Assists with the establishment and maintenance of internal and external relationships and leverages relationships to maximize program and training effectiveness.
- Monitors grant budgets and balances of assigned program(s) to ensure that all program expenditures are approved and aligned with budget parameters. Assists subgrantees with purchasing decisions and ideas for effectively utilizing budget.
- Participates in local and state-wide meetings to stay abreast of changes in public health trends and regulations that may impact assigned program(s).
- Represents CCBH as a participant at coalition and/or subcommittee meetings. May lead and/or assist 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. Monitors quality outcomes through data and report extraction.
- Participates in public health emergency activities as needed.
- Conducts evaluative site visits and program audits to ensure subgrantee program compliance. Analyzes site visit outcome data and identifies programmatic issues. Assesses need for capacity building and/or quality improvement.
- 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 27, 2023
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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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.

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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