

CUYAHOGA COUNTY BOARD OF HEALTH

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POSITION AVAILABLE

Position: Grant Coordinator

Position to be filled: July 9, 2018

Salary: \$41,149 annually

Reports to: Program Supervisor

Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.

Minimum Requirements:

Bachelor's degree in Public Health, Public Administration, Health Education or related field with two (2) years in public health administration or grant administration; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities for this position. Possession of a valid Ohio Driver's License with ongoing proof of auto insurance at time of appointment.

Preferred qualifications:

1. Experience working in grant funded programs.
2. Ability to coordinate and implement grant related activities.
3. Experience providing direct outreach and education to grant participants.
4. Ability to educate and counsel grant participants.
5. Experience providing services to a diverse population.
6. Effective written and oral communication skills.
7. Proficiency in Microsoft Office Suite.

Responsibilities:

Will include, but NOT limited to:

1. Coordinates program and service delivery according to service area assignment (activities are in support of the Lead Hazard Control Grant serving the first ring communities of Cuyahoga County).
2. Coordinates program delivery through subcontracted agencies; monitors contract goals and objectives; and monitors program delivery to ensure compliance in relation to program regulations, directives and policies.
3. Provides direct outreach and education to grant recipients.
4. Assists clients throughout the grant process from intake to completion of remediation/grant activities.
5. Conducts client home visits to counsel and prepare them for grant activities.
6. Performs grant related internal and subgrantee administrative duties including reviewing budgets, monitoring balances, and reviewing fiscal documentation with subcontracted agencies.
7. Assists in determining client financial eligibility based upon grant/program guidelines.
8. Provides technical assistance to subgrantees as needed.
9. Prepares correspondence, reports, forms and maintains required records and files for monitoring and evaluating assigned program.
10. Represent the department at various state project meetings, community meetings and other functions as needed.
11. Performs other duties as requested and/or assigned by Supervisor or Director/Deputy Director.
12. Participates as requested or needed in the event of any public health emergency.

Forward pre-employment application to:

Human Resources
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
Email – hr@ccbh.net

Deadline to Apply: May 28, 2018

Consideration for internal applicants upon written request to Human Resources

Please print and complete the pre-employment application available on our website,
www.ccbh.net. Please attach your resume.

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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