

# CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

## POSITION AVAILABLE

**Position:** Grant Coordinator

**Position to be filled:** October 29, 2018

**Starting 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 health administration, or related field.
- Minimum of one year of experience with grant administration or other related experience.
- 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.

### **Preferred qualification:**

- Ability to coordinate, develop, implement and expand grant related health care programs.
- Experience in developing and implementing quality improvement plans/strategies.
- Experience in HIV/AIDS related services.

### **Responsibilities:**

Will include, but NOT limited to:

- Monitors and provides support to subgrantees regarding program quality improvement and achievement of program quality improvement 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 the establishment and maintenance of internal and external relationships.
- Facilitates regular meetings with subgrantees and other program stakeholders.
- May assist in monitoring program and subgrantee budgets.
- Participates in local and state-wide meetings related to assigned programs.
- May participate in strategic planning activities and provide input regarding potential new programming and/or service improvement.
- Represents CCBH as a participant at coalition and/or subcommittee meetings. Develops and extracts reports from databases for delivery to internal and external customers.
- Participates in quality assurance and improvement activities to foster a culture of quality improvement within the assigned service area.
- Performs other duties as requested and/or assigned by Supervisor or Director/Deputy Director.
- 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](mailto:hr@ccbh.net)

**Deadline to Apply: September 14, 2018**

***Internal applicants must submit a resume and cover letter to Human Resources via email at [hr@ccbh.net](mailto:hr@ccbh.net)***

Please print and complete the pre-employment application available on our website,  
[www.ccbh.net](http://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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