



Position: Quality Improvement Coordinator

Assignment Location: 635 N. Erie St. Toledo, OH

Posted: November 15, 2021

Basic Qualifications:

- Bachelor’s degree in Public Health, Business Administration, or a related field.
- Demonstrated skills, knowledge and experience in project management, quality improvement and strategic planning.
- Strong analytical, and organizational skills.
- Computer literacy in word processing, and data management. Must be proficient in Microsoft Office applications including Word, Excel, Visio, PowerPoint, and Adobe.
- Commitment to working with shared leadership and in cross-functional teams.
- Excellent written and verbal communication skills.
- Valid Driver’s License with driving privileges in the State of Ohio, reliable transportation, and insurable driving record.

Preferred Qualifications:

- Master’s degree in Public Health or Business Administration or a related field.
- Advanced training and/or certification in quality improvement.
- Experience in program evaluations.

Responsibilities:

1	Conducts Quality Improvement process evaluations in line with Public Health Accreditation Board requirements, to include but not limited to, developing and prioritizing improvement opportunities, setting objectives, collecting and organizing data, generating solutions, and implementing and evaluating selected solution’s results.
2	Leads the evaluation all TLCHD programs for efficient and effective delivery of program services and for gaps in service. Reviews all program procedure and processes, and evaluates program resource use and needs.
3	Serves as back up to Public Information Officer, planning public relations programs designed to create and maintain a favorable public image for the Toledo Lucas County Health Department.
4	Assists in the development and distribution of Department press releases; Assists with coordination and scheduling of media interviews; Copies, edits, proofreads and revises communications as required.
5	Participates in the production of departmental promotional materials, both print and electronically.
Other Duties & Responsibilities:	Prepares reports, create/maintains databases, serves on committees, and other duties as assigned.

Please email or mail cover letter and resume to:

Email: TLCHDresumes@co.lucas.oh.us

Mail: Toledo-Lucas County Health Department
 Attn: Human Resources
 635 N. Erie Street
 Toledo, Ohio 43604

The Toledo-Lucas County Health Department is an Equal Opportunity Employer. The Department operates in accordance with Title VII of the Civil Rights Act of 1964.