



## **Position: Minority Health Program Coordinator**

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

### **Basic Qualifications:**

- Bachelor's Degree in Public Health, Health Promotion, or closely related field
- Excellent written and verbal communication skills
- Ability to communicate across a broad cross-section of groups and individuals
- Ability to work independently and as a team member
- Grant Writing and reporting experience
- Valid driver's license, reliable transportation
- Ability to work non-traditional hours, including nights and weekends, and ability to work evening and weekend hours

### **Preferred Qualifications:**

- Master's in Public Health with 2 years' experience
- 1-3 years' experience addressing inequities in a range of political and professional environments
- Strong understanding of the root causes of inequities and the social determinants of health and capacity to educate others

### **Responsibilities:**

<b>1</b>	Responsible for managing all Health Department functions related to the goals of the Local Office on Minority Health. Implements the Project Action Plan as outlined by the Commission on Minority Health. Seeks and secures operational funding to support minority health efforts in Lucas County. Completes all required reports accurately and timely.
<b>2</b>	Coordinates, promotes, and facilitates a committee for CLAS standards; ensures progress is being made toward all cultural competency measures as defined within the Public Health Accreditation Board's standards and measures. Also serves as a standing member on the Ethics Committee.
<b>3</b>	Coordinates Minority Health Advisory meetings, public speaking engagements, and other events. Coordinates all public relations activities for the Commission in conjunction with the Health Department's Public Information Officer.
<b>4</b>	Maintains current knowledge and understanding of issues concerning cultural competency/health equity in healthcare and their potential impact on health disparities. Works to develop health-marketing plans that address each of the priority disease states and/or health conditions.
<b>5</b>	Responsibilities include but not limited to coordinating the functions of multiple community based agencies programs; identify populations and the need of the target populations by monitoring health status.
<b>6</b>	Serves as a liaison by establishing, promoting, and maintaining a collaborative long-term partnerships with various community agencies and groups and governmental entities in the implementation of and operations of the coalition in the establishment of a local office of minority health targeting health

	disparities in the communities. Develops policies and strategies to support health efforts and advocates for the implementation of strategies and policies to reduce health disparities within the community.
<b>7</b>	Assists in and develops educational materials which meet the needs of agency service providers and is considerate of various educational, ethnic and socio-economic levels and community groups. Administers, coordinates, or completes special projects including grant writing.
<b>8</b>	Facilitates health education programs about cultural issues while addressing health disparities to empower target communities.
<b>9</b>	Establishes, maintains, relationships and partnerships with minority owned or run businesses, faith based organizations, and other community establishments/stakeholders that serve minority populations.
<b>Other Duties &amp; Responsibilities:</b>	Performs other duties as assigned.

**Please email or mail cover letter and resume to:**

Email: [TLCHDresumes@co.lucas.oh.us](mailto: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.**