



## Civil Service Commission

City of Kent ■ 930 Overholt Rd., Kent, Ohio 44240 ■ 330-678-8101

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# THE KENT CIVIL SERVICE COMMISSION ANNOUNCES A COMPETITIVE EXAMINATION FOR THE POSITION OF: **ACCREDITATION COORDINATOR** (FULL - TIME)

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<b><u>Exam Date:</u></b>	Tuesday January 23, 2018
<b><u>Exam Start Time:</u></b>	6:00 p.m.
<b><u>Exam Location:</u></b>	Kent Fire Department Training Room 320 S. Depeyster Street Kent, OH 44240
<b><u>Starting Wage (2018):</u></b>	\$23.10/ hour

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*Examination will be used to establish an eligible list for the classification of Accreditation Coordinator for one full time position with the City of Kent's Health Department.*

**Application:** Applications and information may be obtained Monday through Friday from 8:00 a.m. to 4:00 at the City of Kent Service Administration Complex, 930 Overholt Road, Kent, Ohio (at the fork in the road at Cherry and Overholt). Both application and information are also available on the City of Kent's web site: [http://www.kentohio.org/boards/civil\\_service.asp](http://www.kentohio.org/boards/civil_service.asp)

**Application Deadline:** Applications must be *accompanied by a Cover Letter & Resume* and submitted to the Commission **by 4:00 p.m. on Wednesday January 17, 2018**. Applications may also be emailed with a cover letter and resume to [civilservice@kent-ohio.org](mailto:civilservice@kent-ohio.org). *Please note:* in the event there are tie scores on the examination, priority on the eligible list shall be decided by date and time the Accreditation Coordinator application was filed with the City of Kent's Civil Service Commission.

### **Examination Process:**

The Accreditation Coordinator examination will consist of a written test to be administered on Tuesday January 23, 2018. In order to be ranked on the eligible list, you must pass the examination process with a minimum passing score of 70%. The examination will measure an applicant's knowledge, skills, and abilities as exemplified in this posting.

### **Responsibility:**

The Accreditation Coordinator serves under the general supervision of the Health Commissioner to promote, maintain, and improve individual and community health by assisting individuals and communities in adopting healthy behaviors; collect and analyze data to identify community health needs prior to planning, implementing, monitoring, and evaluating programs, designed to encourage healthy lifestyles, policies and environments; evaluate the Health Department's accreditation readiness and assist the department in meeting the Public Health Accreditation Board's Standards and Measures.

### **Typical Tasks (Illustrative Only):**

Collaborate with local health specialists and civic groups to determine community health needs, the availability of services, and to develop goals for meeting needs.

Develop and present health education and promotion programs such as training workshops, conferences, and school or community presentations.

Evaluate the department's accreditation readiness and work with the Health Commissioner to meet the Public Health Accreditation Standards and Measures.

Develop and maintain a database of documents that demonstrate conformity to accreditation standards and measures.

Provide health and accreditation program information to the public by preparing and presenting press releases, conducting media campaigns, and/or maintaining program-related websites.

Assist the office by answering phones as needed and conducting Passport services to the public.

### **Working Conditions:**

The work environment of the Health Accreditation Coordinator involves working in an environment generally found in an office setting.

### **Necessary Knowledge, Skills, and Abilities:**

Knowledge and understanding of public health issues; knowledge and familiarity with the PHAB standards, measures, and domains; basic computer and technological skills such as Word, Excel, Adobe, and the internet; excellent organization skills and attention to detail; ability to develop, organize, motivate, and coordinate groups across the health jurisdiction and county; ability to collect, organize, and evaluate data; ability to communicate effectively to various audiences, both in writing and verbally; ability to collaborate effectively with staff members, public officials, and other stakeholders.

### **Necessary Education, Training, and Experience:**

Baccalaureate Degree from an accredited college or university with at least forty-five (45) quarter units or thirty (30) semester units of science courses, or a major in Environmental Health Science which includes an intern program.

Possession of valid State of Ohio driver's license: must have and maintain a good driving record as outlined in the City of Kent's Motor Vehicle Safety and Usage Policy.

### **Special Requirements:**

Ohio Registered Sanitarian Certification is preferred.

### **Essential Functions:**

1. Develop and present health education and promotion programs including public health accreditation.
2. Conduct school and community presentations, health education trainings, workshops, and conferences.
3. Develop and coordinate health needs assessments as well as community health improvement plans.
4. Prepare and distribute health education materials including reports, bulletins, and visual aids such as films, videos, and posters.
5. Work with staff members to collect documentation on the Public Health Accreditation Board (PHAB) Standards and Measures. If documentation does not exist, develop programs or processes to meet the PHAB standards and measures. Upload documentation into E-PHAB.
6. Act as a liaison between the health department and other community agencies that are contributing to the accreditation process.
7. Act as the primary point of contact for PHAB while preparing documentation throughout the process including the site visit.
8. Develop and provide health department information to the public by preparing and presenting press releases, conducting media campaigns, and maintaining program related websites.
9. Develop and maintain cooperative working relationships by attending meetings with agencies and organizations interested in improving public health.
10. Assists in the coordination of public health-related activities in case of a disaster or emergency situation.
11. Develop, prepare, and coordinate grant applications and grant-related activities to obtain funding for health education programs and related work.
12. Develop and maintain a database of documents that demonstrate conformity to accreditation standards and measures.
13. Develop operational plans, processes, and policies necessary to achieve public health accreditation and health education objectives.
14. Produces legible handwritten communications, is proficient in computer operations, operates office equipment such as fax machines, copiers, or other light office equipment.

### **Credit for Military Service:**

Applicants who have been honorably discharged from active duty in the armed forces of the United States are eligible to receive additional credit of 20% toward their composite score only after a passing score has been attained. A copy of the applicant's honorable discharge, the DD-214, **MUST BE SUBMITTED** with the Civil Service Application at the time of applying.

Please note that military status is no longer part of the Civil Service Application. Consequently, if you have military status that qualifies you for additional (extra) credit, you may volunteer this information to the Civil Service Commission.

**Accommodation for Testing:**

Applicants requesting an accommodation for testing must provide seventy-two (72) hours written notice to the Kent Civil Service Commission to have the request considered.

**Special Note:**

In order to be admitted to the Accreditation Coordinator Examination applicants must present valid picture identification (such as a driver's license) at the exam site. Only those applicants that have filed a Kent Civil Service Application with Cover Letter & Resume to the Civil Service Commission **by 4:00 p.m. on January 17, 2018, and meet the necessary knowledge, skills and abilities and/or special requirements listed in this job posting** will be admitted to participate in the examination.

*The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

*The City of Kent does not unlawfully discriminate on the basis of race, color, religion, sex, nation origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in employment.*