



### Position Available

## Full Time Infant Vitality Supervisor

**Service Area:** Prevention and Health Promotion Services (PHPS)

**Reports to:** Director of PHPS

**Pay Range:** Pay Range 25: \$21.62 - \$26.34, Commensurate with Experience

Under direction of the Director of PHPS the Infant Vitality Supervisor: develops and manages the Moms & Babies First program to reduce the African American infant mortality rate; supervises Community Health Workers that conduct home visiting with pregnant African American women; ensures that the Ohio's Black Infant Vitality Program (OBIVP) is operated in compliance with applicable program standards and requirements, and ACPH Board of Health policies.

### Job Responsibilities

- Supervises personnel within the Moms & Babies First program to verify consistent program operation, appropriate training, delegation of responsibility and quality performance
- Reviews all Moms & Babies First client files kept by Community Health Workers to monitor quality assurance and ensure compliance with OBIVP program requirements
- Plans for, directs and evaluates OBIVP program to ensure quality and compliance with OBIVP program requirements
- Monitors budget and orders program supplies to ensure efficient and effective program service delivery within budget
- Participates in grant writing and manages grant to ensure deliverables and reports are submitted in a complete and timely manner
- Represents the Moms & Babies First program and attends related local inter-agency meetings, collaborative meetings and consortiums

### Qualifications

- Bachelor's degree in Social Work; valid and unrestricted State of Ohio license as a Social Worker
- 3 Years of population health (public health) or related experience
- Supervisory and grant management experience strongly preferred
- Program and client database experience preferred
- Valid Ohio driver license with an acceptable driving record and proof auto insurance

**WORKING CONDITIONS:** Occasional overtime required. Travel within and outside the District required, some of which may be overnight for trainings or state meetings. Occasional work at night or on weekends.

**BENEFITS:** Paid holidays, vacation, health insurance, public retirement system

Submit resume and cover letter by **Monday, August 23, 2019** to: Human Resources, Allen County Public Health, PO Box 1503, Lima Ohio 45802-1503 or email to [jobs@allenhealthdept.org](mailto:jobs@allenhealthdept.org)

Posting available at [www.allencountypublichealth.org](http://www.allencountypublichealth.org)

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