JOB OPENINGS AT COLUMBUS PUBLIC HEALTH

The Columbus CARE Coalition is a collaborative effort to address community trauma led by Columbus Public Health. The Coalition has been funded to pilot our work throughout December 2018. The CARE Coalition is hiring the following positions

**Program Manager I**
The CARE Coalition Program Manager will be developing and maintaining two (2) Neighborhood Committees in pilot areas. This position will focus on engaging residents around trauma and building partnerships with agencies and advocates. Additionally, this position will include doing community outreach and event planning, participating in the Columbus CARE Coalition meetings and initiatives, providing crisis intervention services as needed, doing community presentations, and completing required documentation in a timely fashion. Hours will include evening and weekends as needed. The Program Manager will oversee the work of two Outreach Workers.

**MINIMUM QUALIFICATIONS INCLUDE:**
Possession of a bachelor’s degree and two (2) years of experience conducting or coordinating public health services or educational programming. Substitution(s):
Possession of a master’s degree may be substituted for one (1) year of the required experience. Self-motivated and passionate about community resilience work. Knowledge of community outreach, engagement, understanding of psychological trauma and community implications, strong communication and public speaking skills. Ability to relate to and understand people from different backgrounds, current or past resident of Linden or Hilltop preferred.

**Social Worker**
The CARE Coalition Social Worker will take the lead on providing crisis intervention services with a special focus in Linden and the Hilltop neighborhoods. This will include providing follow up services and intervention to community members. Hours will include evening and weekends as needed. Additionally, this position will provide support for the CARE phone line, Neighborhood Committees, the Columbus CARE Coalition, doing community presentations, and other duties as assigned, and completing required documentation in a timely fashion.

**MINIMUM QUALIFICATIONS INCLUDE:**
Possession of a current valid State of Ohio Social Worker License (LSW). Preferred experience: Knowledge of the social determinants of health, health equity, assessment, and crisis intervention, community outreach and resource linkage, excellent
interpersonal skills, ability to relate to and understand people from different backgrounds and community engagement.

**Outreach Workers (2 positions)**
The CARE Coalition is seeking two (2) outreach workers to work in Linden and Hilltop. Responsibilities include direct community outreach, event participation, and general engagement around psychological trauma. Other responsibilities include establishing relationships with community agencies, doing community presentations, participation with the Neighborhood Committees, providing support for crisis intervention, and completing required documentation in a timely fashion.

**MINIMUM QUALIFICATIONS INCLUDE:**
Completion of the twelfth grade. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth school grade requirement. Strong communication/interpersonal skills, ability to work with people from different backgrounds. Current or past resident in Hilltop and/or Linden neighborhoods for at least three (3) years preferred. Ability to use Microsoft Office.

**Office Assistant II**
This position will work provide support for both the CARE Coalition and the Neighborhood Health Division within Columbus Public Health. Responsibilities include maintaining reporting, responding to public CARE inquiries, and general administrative support.

**MINIMUM QUALIFICATIONS INCLUDE:**
Completion of the twelfth grade and three (3) years of general office experience. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of a high school diploma. College training may be substituted for up to two (2) years of the required experience on a year-for-year basis. **Must be on the current Civil Service Commission competitive list.** Strong communication skills and ability to work with community.

**Interested?**
Contact: Marian Stuckey at MAS Huckey@columbus.gov, please email your resume and cover letter by close of business on August 4th, 2017.
Website: www.publichealth.columbus.gov
CARE Coalition Website: www.columbus.gov/CARE

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