

POSITION AVAILABLE

The Cambridge Guernsey County Health Department has a position available for a full time Accreditation Coordinator. Successful candidate must have strong knowledge of Guernsey County and be familiar with health department services. Understanding of the Public Health Accreditation Board Standards and domains is preferred. Must have computer skills that include Word, Excel, Adobe and internet and preparing document in PDF and Word Format. Job requires excellent organizational skill and attention to detail. Individual must have ability to collect and organize data, develop, organize, motivate and coordinate groups, and have ability to communicate effectively in written and verbal form to staff members, agency representatives, the public and community stakeholders. Must be willing to learn about programs and ability to prepare informative and accurate reports. College degree preferred but not required. Must have own transportation and valid Ohio Driver's license. Salary range of \$13.00 to \$15.00 per hour. Excellent fringe benefit package. The health department is an equal opportunity employer. Send resume to Rose Ball, Administrator, Cambridge Guernsey County Health Department, 326 Highland Avenue, Cambridge, Ohio 43725.

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