

Ohio University – Compensation 2014
Job Family: Health Services | Career Track: Individual Contributor

Promotes a healthy and productive University community. Supports and provides healthcare, health education, wellness programs, and health promotion to the University and surrounding community. Provides the community with clinical care such as physical therapy, health assessments, and nutritional counseling. Organizes educational programming, distributes educational material to the community to promote healthy lifestyles. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Individual Contributor I	Individual Contributor II	Individual Contributor III	Individual Contributor IV	Individual Contributor V
Accountabilities	<p>PEOPLE Interacts with community members and patients. Directs patients and community members to appropriate resources.</p> <p>OPERATIONS Assists program coordinators and healthcare providers with the day to day administration of health clinics and outreach programs.</p> <p>Completes and files intake forms for patients. Handles other routine administrative tasks as requested.</p> <p>Operates and maintains mobile health units. Ensures the units are well-maintained and safe.</p> <p>Checks and restocks clinic supplies. Cleans clinic site.</p> <p>NOTE: This sounds like non-exempt work and should be flagged for the FLSA review.</p>	<p>PEOPLE Oversees the work of student workers and checks the work of others.</p> <p>Trains staff on proper procedures and equipment use.</p> <p>OPERATIONS Provides routine healthcare to clinic patients. Examines patients, diagnoses routine issues, and suggests treatment.</p> <p>Provides patient treatment such as physical therapy and rehabilitation.</p> <p>Documents patient visits and care. Reviews medical history.</p> <p>Supervises the work of students, trainees, and volunteers. Provides hands-on, educational instruction.</p> <p>Coordinates educational activities, campaigns, and resources for healthcare providers, students, and the community. Recruits University faculty and staff to conduct training, administer clinics, and develop learning materials. Schedules clinics, coordinates necessary spaces and resources.</p> <p>Operates medical equipment according to established guidelines and safety protocols.</p>	<p>PEOPLE Supervises student workers, trainees, and volunteers. Acts as an advisor for other members of the department or function.</p> <p>Conducts training and review of staff on safety procedures and processes.</p> <p>OPERATIONS Provides patients with healthcare. Examines patients, diagnoses problems. Develops and administers treatment plans and continuing care.</p> <p>Advises patients and other clients on plans and activities to deal with conditions such as diabetes. Develops programs to educate and advise customers on proper nutrition, safe and effective exercise, and other activities to promote healthy lifestyles.</p> <p>Instructs students in specialized medical field. Teaches courses, oversees lab exercises, and provides students with hands-on clinical experiences.</p> <p>Develops and implements health education programs. Organizes educational activities, campaigns, clinics, and resources for the community. Develops materials and program content for community outreach programs.</p> <p>Oversees daily operations of clinics. Ensures that they are appropriately staffed. Monitors use of equipment. Evaluates program success and program needs. Oversees marketing activities for program.</p> <p>Participates in campus committees and groups related to community healthcare and education.</p>	<p>PEOPLE Manages the execution of a project or program. Directs the daily work of team members.</p> <p>OPERATIONS Leads the execution and implementation of community health programs or special projects.</p> <p>Collaborates with University and community stakeholders to plan and administer large projects and programs.</p> <p>Assists in the development of project goals and objectives. Monitors progress against key metrics.</p> <p>Oversees daily activities related to the project or program. Serves as expert advisor to project team.</p> <p>BUDGET Manages and reports on the project or program budget.</p>	None specified.

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Requirements	<p>Knowledge and expertise in concepts, principles, and practices, of office administration or transportation typically obtained through a high school degree or GED and 2 to 4 years of experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Advanced knowledge and expertise in concepts, principles, and practices, of healthcare, public health, or nursing typically obtained through a Master's degree and 1 to 3 years of healthcare experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Seasoned knowledge and expertise in concepts, principles, and practices, of healthcare, public health, or nursing typically obtained through a Master's degree and 3 to 5 years of experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Expert knowledge and expertise in concepts, principles, and practices, of healthcare, public health, or nursing typically obtained through a Master's degree and 5 to 7 years of experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	
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