



POSITION POSTING

DATE POSTED:	10/16/2026
TITLE:	Director of Health Promotion & Prevention
CLASSIFICATION:	Full-time, Unclassified, FLSA Exempt
PAY RANGE:	Salary range \$81,723 - \$114,462. Commensurate with experience
WORK HOURS:	General schedule: Monday – Friday 8:30 a.m. to 4:30 p.m.; Must be available 24/7 to respond to emergency calls
IMMEDIATE SUPERVISOR:	Health Commissioner

At Wood County Health Department, we work every day to promote healthy lifestyles, prevent disease and protect the health of everyone in Wood County. If you're looking for rewarding work in an organization dedicated to making Wood County a healthier place for all of our residents, a career at Wood County Health Department may be the perfect fit for you!

POSITION SUMMARY

As a member of the senior leadership team, the Director of Health Promotion and Prevention (HPP) provides strategic leadership and operational oversight for the Division, including epidemiology, prevention, and public health nursing programs. The Director oversees all division programs and services. The position is responsible for developing sustainable population-health services, strengthening division operations through effective policies and procedures, and ensuring the division remains responsive, efficient, and adaptable.

The Director manages division funding, including grant applications, budgeting, financial oversight, compliance with grant requirements and spending authorizations, and timely submission of accurate reports and responses to funders. The Director also collaborates with community and agency partners to advance shared public health goals and priorities in alignment with Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP)

If qualified, the Director of HPP will also serve as the agency's Director of Nursing and provide clinical leadership for public health nursing services.

Essential Duties

Program Administration and Oversight

- Advises the Health Commissioner regarding current program matters and ensures the HPP Division contributes to meeting the agency's strategic goals.
- Actively participates in agency leadership meetings and communicates key division information to the Health Commissioner and other divisions.
- Collaborates with other staff across the agency.
- Ensures effective management of HPP Division programs and oversees all aspects of the division.
- Develops and implements policies that promote effective operations in the HPP Division and the broader agency.
- Ensures the development, implementation, coordination, and evaluation of all HPP Division services, including program activities and materials.

- Responsible for monitoring the performance management of division services, to ensure successful delivery of HPP programs, directly providing services as needed.
- Identifies opportunities to sustainably expand population health services through research and partner engagement.
- Supports public engagement efforts to promote HPP services.
- Ensures HPP Division staff are provided professional-development opportunities so they are properly equipped to complete their responsibilities.
- Monitors inventory and purchasing for the division, resolves inaccuracies and vendor or client complaints.
- Develops and manages the HPP Division budget and ensures effective use of financial resources.
- Oversees the application process for grants supporting HPP Division programs.
- Monitors programs to ensure grant compliance and timely completion of grant reports.
- Compiles data and prepares reports regarding programs, services, grants, and activities.
- Ensures compliance with applicable local, state, and federal laws.
- Collaborates with other agencies and organizations to promote public health initiatives.
- Participates in community activities on behalf of the Wood County Health Department.
- Advises the Board of Health regarding the HPP Division and serves as a liaison to external partners for HPP Division programs.
- Attends meetings of the Board of Health.
- If qualified, serves as the agency's Director of Nursing.

Supervisory

- Provides leadership to HPP Division staff in fulfilling their responsibilities.
- Leads the recruitment, onboarding, management, and retention of HPP Division staff.
- Engages Division staff in the development of policies, programs, and grants.
- Oversees Division employees and supports performance evaluations to ensure compliance with program goals, policies, and procedures.
- Monitors staff professional-development needs.
- Reviews employee work hours and ensures staff effectively contribute to meeting division priorities.
- Approves employee leave requests.
- Ensures Division staff provide professional, efficient service and recommends appropriate corrective or disciplinary action, as needed.

Miscellaneous

- Actively seeks opportunities to advance the retention and expansion of public health nursing clients and services.
- Communications with the public. Employees in this position may occasionally need to relate to members of the public who exhibit challenging, atypical, or hostile behaviors and/or communication.
- Maintains the confidentiality of client and agency information, as required.
- Complies with Wood County Health District policies and procedures.
- Assists the agency and community in preparing for, responding to, withstanding, and recovering from public health emergencies.
- Participates in agency committees and initiatives.
- Signs documents as a delegate of the Health Commissioner, as needed.
- Prepares reports and summaries for programs, as required.
- Responds to emergency calls outside of normal business hours related to infectious disease reporting.
- Supports accreditation as assigned.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in public health, health education, health and human services, business administration, healthcare administration, epidemiology, or related field.
- Minimum of seven (7) years' experience in public health, community nursing, population health, or a similar field.
- Minimum of one (1) year of supervising the work of others.

- Must possess a valid Ohio driver's license and reliable transportation. License must be maintained throughout employment.

TO SERVE AS DIRECTOR OF NURSING - MINIMUM QUALIFICATIONS:

- Bachelor of Science in Nursing from an accredited school of professional nursing, ideally with a focus in community or public health nursing and health education.
- Current and valid Registered Nursing license issued by the Ohio Board of Nursing. License must be maintained throughout employment.

PREFERRED QUALIFICATIONS:

- Master's degree from an accredited college or university.
- Minimum of three (3) year experience supervising the work of others.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of public health laws, regulations and standards as defined by federal, state, and local governments.
- Strong interpersonal, communication, and customer-service skills to work effectively with Health District staff, community partners, and other stakeholders.
- Experience in grant writing, grant reporting, and funding compliance.
- Maintain confidentiality of client and agency records.
- Team member and strong leader capable of building collaboration, advancing organizational priorities, and positioning the Health District for continued success.
- Self-directed and organized professional who can prioritize competing responsibilities, work independently, and exercise sound judgment.
- Must have computer skills in word processing, spreadsheets, power point, and others.
- Exceptional oral and written communication skills.
- Ability to drive to offsite locations as needed.
- Respond to emergency calls.
- Must have willingness to learn new skills, be adaptable / flexible.
- Provide proof of automobile insurance.
- The ability to successfully pass a background check.

Final candidates must successfully pass a background check and provide proof of a valid State of Ohio driver's license as well as current automobile insurance.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

Application materials accepted until:	For best consideration, applicants must apply by 11/6/2026. The position is open until filled.
Required documents:	Wood County Application for Employment, cover letter, resume, contact information for at least three professional references. The Wood County Application for Employment can be found at: https://woodcountyhealth.org/career-opportunities/ Application materials submitted without all required documents will be considered incomplete.

Submit application materials to:	Recruitment and Development Coordinator 1840 East Gypsy Lane Rd. Bowling Green, OH 43402 419-352-8402 Ext. 3201 Email to: WCHDHumRes@woodcountyohiohealth.gov
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The Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you have a disability and would like to request an accommodation to apply for a position with the Wood County Health Department, please email WCHDHumRes@woodcountyohiohealth.gov or call 419-352-8402 Ext. 3201.