



OACHC

Job Description Form

JOB TITLE:		
POSITION #:		
Reports to Job Title:		Position #:
Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern		Hours _____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

General Description

Duties and Responsibilities

- *Normal place of work is within OACHC office but telework may be permitted in accordance with OACHC written policy.*
- *Other duties as assigned.*

Qualifications and Requirements

- Those hired after January 1, 2022, must provide proof of completed immunization for COVID-19 or documentation of a sincerely held religious conviction preventing vaccination and/or documentation of a CDC acceptable medical reason preventing vaccination
- Driver's license

Other Skills and Abilities

- Must be able to present a professional business image to persons who have diverse interests and ideas.
- Must be able to travel and attend meetings as required including occasional overnight stays and out-of-state meetings and presentations.
- Must be able to work long days and travel by automobile and/or airplane to multiple locations in and outside of Ohio, visiting health center sites and business partners, etc.
- Must have and maintain a valid Ohio driver's license.
- Must be able to use own automobile when/if needed and have all liability and automobile insurance as required by law.
- Must be able to be insured to use OACHC company automobile.
- Must be able to work independently and demonstrate initiative.

The above statements are intended to describe the general nature and level of work being performed in this job. The statements are not an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description may be changed, and additional duties may be added or assigned from time to time. The above description does not affect or diminish the at-will status of the employment relationship between OACHC and its employees.

OACHC strives for diversity and equitable hiring and promotion of all employees and provides cultural and diversity training to all employees. OACHC is committed to supporting the declaration of racism as a public health crisis and enacting efforts to mitigate racism and increase cultural competency at OACHC and our health center membership.

This is a grant-funded position, FLSA-exempt position.
OACHC IS AN EQUAL OPPORTUNITY EMPLOYER.

Reviewed by:	Title:	Date:
Approved by:	Title:	Date: