



PUBLIC HEALTH ACCREDITATION BOARD  
1600 Duke Street, Suite 440, Alexandria, VA 22314  
703.778.4549, [www.phaboard.org](http://www.phaboard.org)

## **PHAB POSITION ANNOUNCEMENT: ACCREDITATION SPECIALIST**

**The Public Health Accreditation Board (PHAB) announces the following position posting. Interested applicants should send a current CV and three professional references electronically in Word format to Dr. Kaye Bender, President and CEO of PHAB, at [kbender@phaboard.org](mailto:kbender@phaboard.org). The subject line should read "Accreditation Specialist". The position will be posted until March 31, 2010, or until it is filled. Questions regarding the position should be directed to the same email address.**

### **Background Information**

PHAB was established in 2007 to develop and oversee a national program for the voluntary accreditation of state, local, territorial, and tribal health departments. The goal of the voluntary national accreditation program is to improve and protect the health of the public by advancing the quality and performance of state, local, territorial, and tribal public health departments. PHAB is led by a Board of Directors that includes state, tribal, and local public health leaders, and is jointly funded by the Centers for Disease Control and Prevention and the Robert Wood Johnson Foundation.

### **Position Summary**

The Accreditation Specialist will have primary responsibility for tracking the progress of selected health department applicant sites, and for coordinating the logistics of the entire site visit component of the accreditation process. Additionally, the Accreditation Specialist will serve as a liaison between agency members and site visitors during the site visit process. It is anticipated that the Accreditation Specialist will coordinate 10 to 20 health department site visit processes annually. This position reports directly to the President and Chief Executive Officer, and works closely with the Chief Program Officer in handling the technical and logistical aspects of the accreditation process.

The Accreditation Specialist functions as a member of a small work team of professional personnel whose work is closely interrelated in its function, organization, and client or agency relationships. The Accreditation Specialist works extensively with employees from local, regional, and state level public health departments and related agencies; professional associations; and various other individuals and organizations to facilitate the accreditation process.

PHAB is located in Alexandria, VA. A significant amount of routine national travel is required. Salary is commensurate with education and experience, and is competitive. Comprehensive benefits are provided.

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## **Position Responsibilities**

Responsibilities of the Accreditation Specialist include, but are not limited to, the following duties:

- Coordination of the flow of information between the health department applicant sites and the site visitors.
- Tracking applicant progress during the accreditation process, from the “statement of intent” through notification of accreditation status.
- Reviewing accreditation applications for completeness, eligibility, and for approval to continue to the next steps in the process.
- Coordination of the logistics for the site visit, including agenda development, scheduling and travel for site visitors, and managing the accreditation site visit process on location at the health department applicant site.
- Assisting the Site Visit Team Lead in preparing the final draft report for the Board of Directors’ Accreditation Review Committee.
- Providing input to the accreditation process based on experiences and observations during the site visits.
- Serving as an accreditation resource to the other members of the PHAB staff.
- Coordination with the Chief Program Officer to ensure that the technical and program aspects of the accreditation process are congruent.
- Assisting in the development and facilitation of training to health department applicant sites, accreditation coordinators, consultants, and site visitors, as requested
- Preparation of communications, publications, oral presentations and reports.
- Other responsibilities as defined/delegated by the President/CEO.

## **Position Requirements**

- Bachelor’s degree required; advanced degree in public health preferred. Experience in public health activity/project coordination preferred but not required.
- Demonstrated experience working collaboratively with superiors, subordinates, and peers in a team-oriented environment.
- Skill in organizing materials and people to achieve an outcome in a specified period of time.
- Capable of handling multiple projects within tight timelines.
- Adept at working with and meeting the needs of senior management.
- Excellent interpersonal and communications skills.
- Proven writing and editing skills.
- Skilled in the use of technology to communicate with diverse audiences.

## **Statement on Work Environment and Conditions**

Most job functions and work will be conducted indoors and in an office setting. Site visits will include facility tours that may be in adverse weather. The Accreditation Specialist may be required to lift materials and supplies up to 15 lbs.

## **EEO Statement**

PHAB is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.