

MARQUETTE COUNTY HEALTH DEPARTMENT

DIRECTOR OF COMMUNITY HEALTH

General Summary

Under the supervision of the Medical Director/Health Officer and administrative direction of the Administrator, plans, develops, administers, and evaluates programs which conform to the goals and objectives of the Department and the regulations and standards of the Michigan Department of Community Health. Directs the staff who provide clinic and educational services to clients within the Community Health Division. Responsible for the administrative functions of the Division including the development and administration of a number of program budgets.

Essential Functions

1. As Director of division personnel, performs and oversees the personnel management functions of employment interviewing and selection, training, assigning functions, scheduling, reviewing and evaluating performance, and addressing employee relations issues.
2. Works with the Medical Director to identify the need for new programs to serve the population and plans program content, staffing needs, budget, range of services to be provided, and the goals and objectives of such services.
3. Plans, directs, and supervises the provision of community health services in such areas as family planning, immunization, communicable disease control, sexually transmitted diseases, maternal and child health, women's health, family support services, substance abuse and other division programs.
4. Supervises staff directly or through subordinate coordinators to assure a high quality of professional service, maintain health standards, and monitor performance in relation to goals and objectives. Works with program coordinators to ensure adequate professional development and in-service training for all staff. Oversees and participates in the continuing in-service education activities.
5. Prepares the preliminary divisional budget for multiple programs and monitors a large number of budgets for conformity to expenditure checkpoints.

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6. Reviews, and approves for payment, invoices for division expenditures, time sheets, and travel vouchers.
7. Directs the evaluation and maintenance of proper documentation for services rendered, as required by the Michigan Department of Community Health and other funding agencies. Reviews activity reports and health records prepared by nursing staff.
8. Assures the development and implementation of policies, procedures and protocols for all Community Health programs. Enforces compliance with program policies as well as with agency policies.
9. Assesses community health care needs and resources, and develops program plans accordingly. Contacts other health and social agencies to achieve continuity of client care and promotion of public health.
10. Conducts trend/statistical analysis of client data in developing new or revised program content. Summarizes activity for management review and prepares funding proposals and ensures compliance to funding terms and conditions.
11. Prepares grant applications to support new programs to ensure maximum funds to meet the health needs of the County.
12. Serves as liaison with various local, state, and federal agencies concerning personal health related matters. Regularly confers with other public health representatives to resolve problems of mutual concern and eliminate any duplication of efforts.
13. Represents the department to the public, speaking to community groups, explaining health concern matters, and encouraging support for programs.
14. Attends all Board of Health Meetings and attends meetings of Committees of the Board upon request. Prepares reports and requests to be presented to the board and serves as a resource on community health issues.
15. Reviews the literature and attends conferences and seminars to keep current on new practices and methods in the public health field.
16. Function in a response capacity to public health emergencies consistent with knowledge, skills, experience and professional licensure/certification. Acquire knowledge to be competent in appropriate response roles.

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Other Functions

17. None listed.

This list may not be inclusive of the total scope of job functions to be performed.

Employment Qualifications

Education: Possession of a Bachelor's Degree in Nursing, Social Work, or a related Public Health field. Prefer a Master's Degree in Public Health or related field.

Experience: Five years of professional public health experience, with previous public health or related program coordination experience.

Other Requirements: Possession of a valid Michigan driver's license. Hepatitis B vaccination, CPR certification, and OSHA training.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access office files.

Ability to enter and access information using a computer.

Lifts and carries boxes and other materials weighing up to 40 lbs. Places materials in, and retrieve from, a vehicle.

Ability to travel throughout the County to various clinic locations.

Working Conditions:

Travels throughout the County in all kinds of weather conditions.

Works in office and clinic settings.

Exposure to communicable diseases, blood and other bodily fluids.