

**Director of Community Health****GENERAL SUMMARY**

Primary functions of the job are to plan, develop, administer, and evaluate community health service programs and supervise professional and support staff, in the Maternal and Child Health Services Programs or Disease Control and Prevention Services Programs.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. This position may require travel by the employee in the employee's own vehicle.

**PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

- Plans and administers community health service programs within assigned area, including establishing priorities, monitoring, and evaluating the effectiveness and efficiency of programs, and developing and implementing plans to improve services.
- Identifies and evaluates the need for new programs for prevention and control of health problems of particularly vulnerable populations; recommends and coordinates division operations to implement new programs or modify existing programs.
- Collaborates with and provides leadership in applicable community and agency advisory boards to identify gaps in personal and community health services.
- Prepares and monitors program funding and budget, reviews and approves expenditures, and identifies and reports potential financial overruns and variances at an early stage.
- Supervises designated public health staff, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with Health Department and County objectives.
- Processes, compiles, research, and analyzes complex community health data and other information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software, within established procedures.
- Assists in the review, development, and implementation of policies, procedures, processes, and guidelines in compliance under the supervision of the County Health Officer, including developing and administering departmental policies and internal controls, which conform to state and local laws and statutes, and the goals and objectives of the County.
- Directs the evaluation and maintenance of proper documentation for grants and billable services; reviews related activity reports and program documentation prepared by internal staff.
- Researches, writes, and manages grants, including monitoring grant expenditures and preparing grant reports.
- Serves as a liaison with County, state, and federal agencies concerning public health and community health related issues.

- Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups.
- Participates in communicable disease control and surveillance activities; assists in enforcing laws and ordinances related to communicable disease control, including isolation and quarantine.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Bachelor's Degree in Public Health, Nursing, or related field with master's degree preferred
- Six to eight years progressively responsible and directly related experience
- Two years supervisory experience in a health care environment
- Experience with Maternal Health, WIC, and Children's Special Health Care desired.

**CERTIFICATIONS, LICENSES** (minimum requirements)

- Possession and maintenance of a current license to practice as a registered nurse in Michigan
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

**DISTINGUISHING CHARACTERISTICS**

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to the loss of life or major harm or life impairment.

- This job is not part of a series.

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; use hands to finger, handle, or feel.
- May be exposed to fumes or airborne particles, infectious diseases, criminal suspects, or prison inmates.
- May occasionally be required to lift/move up to 50 pounds.

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of generally accepted accounting and bookkeeping principles.
- Specialized knowledge of personal and/or community health theory and practices.
- Thorough knowledge of nursing theory and skills included in Public Health nursing.
- General knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections, and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Ability to understand managerial policies and prioritize the needs of the unit.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives and develop liaison relationships between the community and the County.
- Skill in researching and resolving problems to ensure compliance
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to facilitate meetings effectively and efficiently
- Ability to plan, implement and evaluate public health programs
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently