

Local Health Director Position Description

Primary Purpose of Organizational Unit:

The Jones County Health Department staff serves citizens with the primary mission devoted to promoting sound health policies within the community, to preventing and controlling the spread of disease, to facilitating rehabilitation of the disabled and to safeguarding the integrity of the environment. Employees who provide a myriad of health and environmental services staff the agency.

Primary Purpose of Position:

The primary purpose of the Jones County Health Department's Director position is to provide management and direction for the entire department in the areas of financial management, data management, operations support, clinical program services, budget preparation, medical records, personnel management, public relations, working/coordinating with other human service agencies, internal and external communications, policies and procedures for presentation to the Jones County Health Board, ensuring the Board is informed and updated on all matters requiring Board action and/or approval, and other duties as required. The Local Health Director manages and directs health services to Jones County citizens. The Department has an operational budget of approximately \$1 million including projects funded through grants.

Work Schedule:

Normal working hours are from Monday through Friday, 8:00 am until 5:00 pm. Work may require employee to work extended hours or to participate in services offered after 5:00 pm or weekend work as needed. Scheduled hours may be amended to accommodate special or additional services.

Change in Responsibilities or Organizational Relationship:

The only change in responsibilities or organizational relationship is the addition of the "Essential Personnel" requirement of the position in the first paragraph of Section II. A. Description of Responsibilities and Duties.

Description of Responsibilities and Duties:

Subject position is complex in the duties and responsibilities required of the position. The position is considered "Essential Personnel" and is responsible for management and maintaining areas within shelters during disasters, thus requiring him/her to live no further than 35 miles from the Jones County line. If relocation by the employee is necessary for compliance with this requirement, the employee must complete the relocation by moving his/her primary residence to within 35 miles of Jones County within a reasonable time, not to exceed 8 months from date of hire.

Subject position is responsible for the supervision and oversight of the various services offered by the department to include: Women's Health Clinic, Adult Health Services, Breast and Cervical Cancer Control Program and Child Health Services. In addition, the position is accountable for the administration of the WIC Program, Case Management Activities (Care Coordination for Children, Pregnancy Care Management and Community Alternatives Program), Public Health Education Services and Environmental Health Services.

Policy Development - Employee in this position identifies, interprets and implements all aspects of public health programs according to established public health laws, regulations and policies on a daily basis. Develops Department policy and procedures and addresses with Jones County Board of Health as necessary. Reviews and monitors changes in the organizational structure, goals, priorities, strategies, work flows.

Internal Program Operations and Management - Responsible for staff appointments, implementation of policies and programs of the Jones County Health Department in compliances with the rules provided by the Department of Health and Human Services, and the supervision of all service programs and staff. Assesses community health needs and develops long range planning of programs based on citizen needs. Establishes goals and role of the Department in rendering services to meet defined needs. Develops Department service programs and resources; works in conjunction with local human services network toward the development of services and resources to meet community needs. Evaluates staff needs for the welfare of the Department and personal growth of staff; provides for time, finances and resources for staff to participate in local, regional and state meeting and continuing educational endeavors. Keeps informed of clinical, legal and financial trends and issues in health areas. Conducts reviews of the Department programs regarding progress toward objectives, failures, problems and need for changes. Manages and reviews areas of financial management, data management, operation support, clinical program services, budget preparation, medical records and personnel management. Ensures compliance with HIPAA regulations and may be mobilized in cases of disaster or emergencies.

Public Relations Liaison - Maintains continuous communication with Board of Health regarding policy and operation issues. Develops appropriate relations with significant populations including community groups, State Personnel, State legislature, Department Staff and County Commissioners. Promotes public relations and potential resources by consultation with other agencies, civic organizations by explaining programs and community needs. Must be sensitive to the Department population's cultural and socioeconomic characteristics.

Supervision - Provides direct supervision to Public Health Nursing Supervisor I, Public Health Educator II, Administrative Officer I, Nutritionist II, and part-time Environmental Health Programs Coordinator, as well as indirect supervision to other health department staff. Delegates program authority to appropriate staff but retains ultimate organizational accountability. Plans work of subordinates and coordinates scheduled performance reviews for all staff. Counsels and/or disciplines subordinates according to Department policy and procedure. Recruits and selects subordinates. Develops position descriptions and ensures goals are met for Equal Employment Opportunity Programs.

Other Duties as Required - The above-mentioned duties are subject to change at any time at the discretion of the Board of Health. The Director assumes no duties that are unrelated to and/or interfere with his/her responsibility for management.

Other Position Characteristics:

Accuracy Required in Work:

Accuracy of work is essential in supervising other team members, provision of direct services and the documentation of work performed. This position will become responsible for determining the best course of action and treatment in many situations within the Department. High degree of accuracy is required in all facets of work.

Consequence of Error:

The work and decision-making abilities of this position will have a direct effect on the patient population served whether from a technical or management view. Errors of a technical nature can impact the physical well being of the patients. Errors in management will affect the ability to motivate the staff, resolve conflicts and create severe issues in regard to the direction of the provision of services. The Department would not be able to operate efficiently or effectively. Inadequate completion or false information could result in possible loss of State, federal and local funding monies which, in turn, could cut Department services and programs.

Instructions Provided to Employee:

The Jones County Board of Health may provide instructions or advice as to priorities, timeframes, policies and general instructions. All levels of government may also give instructions or advice, which may be written or verbal.

Guides, Regulations, Policies and References Used by Employee:

All program policies and guidelines; Personnel and Program Manuals; Other guidelines published by the State of North Carolina; General Statutes as they pertain to the operations of the Health Department

Supervision Received by Employee:

Supervision is received through the Jones County Board of Health. It may be formal, informal or impromptu. The majority of the work will be self-directed.

Variety and Purpose of Personal Contacts:

There is liaison and daily contact with the Department staff regarding all facets of operations. There is also contact with other county and state officials, community agencies and representatives.

Physical Effort:

Minimal physical effort is required in this position; however, there are frequent trips requiring travel time and effort. After hours and weekend work are frequently required to meet job demands.

Work Environment and Conditions:

Clinics are conducted in a one-story brick facility and employee may come in contact with infectious diseases and with hostile, abusive patients. Safeguards include fire evacuation procedures and fire extinguishers. Most work is conducted in an administrative office.

Machines, Tools, Instruments, Equipment, and Materials Used:

Telephone, fax machine, automobile, personal computer, calculator, printers and software applications.

Visual Attention, Mental Concentration, and Manipulative Skills:

This position requires extensive writing, reading and communication skills. Mental concentration and manipulation is essential in decision-making.

Safety for Others:

Remain aware of dangers and hazards in the work setting, knowledgeable of OSHA regulations, agency policies and procedures regarding fires, bomb threats and other potential situations for bodily harm. Understand hazardous weather plan policies and procedures to follow during medical emergencies.

Dynamics of Work:

Programs are varied and complex and subject to periodic change, staff changes occur in the workplace, multiple problems which require constant consideration and problem resolutions. Must stay up-to-date on changing trends and regulations in health care. Deadlines and demands that require attention initiate from many sources and require the ability to manage multiple tasks simultaneously. Management work also requires tact and good communication skills. Delegation of some tasks may be necessary.

Knowledge, Skills & Abilities:

Knowledge of theory, practices, principles and techniques employed in the field of public health and related programs; general knowledge of and ability to apply the principles and practices of public health; working knowledge of current social and economic problems relating to public health; working knowledge of available resources and organizations. Knowledge of principles and practices of administration, budgeting/accounting and management for an expanding organization. Able to manage employees effectively. Able to exercise judgment and discretion in establishing, applying and interpreting policies and procedures. Able to deal effectively with complex demands of constantly changing system and environment. Able to communicate effectively both orally and in writing. Able to exercise sound judgment in analyzing situations and making decisions.

Minimum Training and Experience:

A master's degree in public health administration and at least one year of employment experience in health programs or health services; or a master's degree in a public health discipline other than public health administration and at least three years of employment experience in health programs or health services; or a master's degree in public administration and at least two years experience in health programs or health services; or a master's degree in a field related to public health and at least three years of experience health programs or health services; or a bachelor's degree in public health administration or public administration and at least three years experience in health programs or health services.

License or Certification Required by Statute or Regulation:

Must have a valid North Carolina driver's license