

JOB DESCRIPTION

JOB TITLE: Public Health Manager	JOB CODE:
DEPARTMENT: County Health Department SUPERVISOR'S TITLE: Health Department Director	FLSA STATUS:

POSITION SUMMARY

The Lincoln County Health Department protects and promotes the health of county citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principle. The department's role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. The mission of the department is to promote a healthy and resilient Lincoln County through collaborative leadership and community involvement.

ESSENTIAL FUNCTIONS

1. Nature of work: The Public Health Manager coordinates health programs and staff to ensure program compliance with applicable public health statutes, laws, and other associated regulations. The Public Health Manager organizes comprehensive services in preventive health, home health and clinic programs through assessment, teaching and prevention services to individuals, families, and groups to promote health and wellness to clients. This includes administering public health programs, maintaining patient and program activity records, preparing required reports and obtaining adequate public health funding.
2. Personal Contacts: Continual contact with the public, including clientele, physician, hospitals, extended care facilities, school, and other Human Service and Government Agencies and funders.
3. Supervision Received: Communication and consultation with the Health Department Director
4. Supervision Exercised: This position supervises other county staff of professional, technical, and clerical personnel working in the Public Health program.

DUTIES AND RESPONSIBILITIES

- Supervise and coordinate designated public health staff, including training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with Health Department and County objectives. Work with the Health Nurse to ensure comprehensive nursing services are available to the County.
- Supervise and participate in analytical studies of organization, budgetary and administrative issues, and recommend improvement in methods and procedures to maximize efficiency and quality of public health programs and services
- Implement strategies to obtain sustainable public health funding for the delivery of quality services and programs that meet the needs of the community members. Identify funding sources; apply for grants; stay current about funding at the local, state and national level; promote long-term funding planning; and identify opportunities to expand billable services. Draft and negotiate contracts and grant applications and monitor contracts for compliance with financial and performance standards.
- Evaluate health service programs and services for compliance with existing federal, state and local laws, rules, regulations and standards. Analyze national health care standards and guidelines to determine appropriate strategies, tools and systems to employ and to evaluate

quality and performance of programs in the interest of continuous improvement. This includes monitoring and tracking demographic data on participants, conducting site inspections, compiling reports and administering necessary budgets.

- Participate in and/or report to a variety of meetings, committees, professional associations, Boards and/or other related groups boards to promote public health goals and empower county citizens to make healthy choices. Coordinate ongoing program cooperators, managers, staff of Environmental and Health departments and others to ensure effective exchange of information, promote resource sharing, and avoid redundancies in program delivery.
- Coordinate the various programs and services related to prevention services to prevent disease and injury in the community. Respond to public health emergencies, investigate disease outbreaks, and provide quality health information.
- Identify health needs in the community to create and facilitate programs to promote health and welfare. Assess community health strengths, needs and expectations to adopt a plan to serve families and individuals through health promotion and to serve those who are at risk of illness, injury, disability or death.
- Promote health department goals by advising on health matters; carrying out immunization programs in schools; assessing environmental hazards; and working to prevent the spread of disease.
- Plan and administer community outreach programs, including establishing priorities, goals and objectives; monitoring and evaluating the effectiveness, and efficiency of programs; and developing and implementing plans to improve services designed to prevent disease and illness, promote healthy choices and deliver quality health care. Provide health education, health promotion, health assessment and disease prevention activities in the community to increase community awareness of the value of public health in the County. This includes representing the Department at various community activities.
- Ensure that clinical documentation regarding clients is secure, confidential, and maintained in compliance with Health Department policy and state and federal regulations.
- Review the strategic plans of the County on a yearly basis to ensure they meet community health needs and that services are coordinated to maximize the effective use of resources and personnel.
- Attend regional public health meetings and conferences, meet with regional partners, and negotiate agreements to maximize services available to County citizens.
- Work with Commissioners, Emergency Management Agency, Law Enforcement and other county staff to oversee response during disaster or emergency situations and ensures that applicable health and safety procedures are followed by the County's Public Health Emergency Preparedness plans and procedures.
- Perform other duties as assigned including managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.

SCOPE OF RESPONSIBILITY

Evaluation of this position will be based primarily upon the preceding job description requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties
- Maintains accurate and timely records and files
- Displays tact, consideration, and cooperation when dealing with the public

- Provides guidance, education and referral to appropriate resources
- Maintains knowledge of new developments in public health
- Revises policies and procedures in accordance with changing State and Federal regulations
- Assists schools in health education needs
- Observes work hours
- Demonstrates punctuality
- Maintains patient confidentiality
- Establishes and maintains effective working relationships with fellow employees, supervisor, and the public

JOB SPECIFICATIONS

Education: This job requires a bachelor's degree. Master of Public Health or other related field preferred. Must have the ability and willingness to complete any continuing education required by the Health Department or State during term of employment. National Incident Management System (NIMS) and Incident Command System (ICS) 100, 200 and 700 certifications within six months of employment. Must have a valid Montana driver's license.

Experience: Experience in performance management, public health accreditation, quality improvement, strategic planning, community health improvement planning, Communicable disease follow-up and foodborne/waterborne outbreaks preferred.

Knowledge, Skills, Abilities and Competencies:

- Knowledge of the core functions and essential services of public health.
- Proficiency in human relations, problem-solving, conflict resolution, negotiation, decision making, critical and analytical thinking skills.
- Proficiency in distinguishing key community stakeholders and engaging them through team building, group facilitation, leadership, and partnership development.
- Knowledge in basic methods of epidemiology, disease prevention, environmental health, health promotion, behavioral change, group process, community/organizational development and methods of instruction; public information, mass media methods and marketing principles; data analysis and research methods.
- Proficiency in the identification of population health status and determinants of health and in the use of methods and instruments for collecting valid qualitative and quantitative data.
- Skills in interpretation of qualitative and quantitative data, making accurate community-specific inferences based on this interpretation, and using data to address scientific, political, ethical and social public health issues.
- Knowledge of ethical principles in collection, maintenance, use and dissemination of data and information.
- Knowledge of quality improvement principles and application of public health standards.
- Knowledge of program planning, implementation and evaluation.
- Proficiency in applying public health principles; applying knowledge of public health interventions, laws, regulations, policy processes and implementing best practices.
- Excellent oral and written communication skills.
- Effectively communicates a broad amount of information to a wide variety of audiences.

Reasonable Accommodation Definition: A reasonable accommodation is a modification or an adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of non-disabled employees.