

# **Oneida County**

## **JOB DESCRIPTION**

**JOB TITLE: Public Health Director**

**DEPARTMENT: Health**

**Reports To: Oneida County Board of Health**

**FLSA Status: Nonexempt**

**Prepared By: Linda Conlon**

**Prepared Date: July 2013**

**Approved By: Lisa Charbarneau**

**Approved Date: July 2013**

**Reviewed Date:**

### **GENERAL SUMMARY:**

The purpose of this position is the management of the overall day-to-day operations and personnel of the Health Department to assure the successful achievement of the department's vision, mission, and program objectives. The Director promotes and supports population health in Oneida County by providing senior management, leadership and public health expertise. This position promotes individual and population public health by providing the essential services of public health within a variety of settings, ensures compliance with a broad range of current local health and environmental codes, regulations and policies; participates in multi-faceted community health and environmental projects; and providing technical assistance and information to individuals, families and groups regarding public health and environmental issues. The Director provides mentoring, supervision and technical assistance to all staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Under general supervision and/or as part of various workgroups and teams, the Assistant Public Health Director performs the following essential functions within the framework of Oneida County Health Department's provision of the core functions and essential services of public health:

#### **Public Health Sciences**

1. Provides public health expertise and leadership to the Department.
2. Assures that the delivery of public health services are evidence-based and/or best practices, and build the scientific basis of public health.
3. Ensures compliance with relevant state public health practice guidelines, community standards of care, and Federal and State laws and regulations
4. Assures a safe working environment in the Department through management oversight of the implementation of relevant standards set by Occupational Safety and Health Administration, state laws and County policy.
5. Organizes and leads response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-,

- and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
6. Uses public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community.
  7. Investigates complaints regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required.
  8. Manages response to public complaints and inquiries on environmental public health matters.
  9. Responsible for a county-wide worker's compensation/return to work program.
  10. Coordinates and assures rabies protocol is adhered to by local law enforcement, veterinarians and physicians.
  11. Responds to individual client emergency situations in the clinical or home setting with basic life support and first aid skills. Summons other health care providers and emergency response personnel in a timely and appropriate manner.
  12. Oversees in development and delivery of programs and activities for individuals, families and population groups that promote health and prevent disease, in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.
  13. Evaluates outcomes of public health interventions; works with the department to make changes as necessary.
  14. Collaborates in the development of and contributes to individual, team, and Departmental quality improvement, performance management and evaluation activities.

### **Community Dimensions of Practice**

15. Provides leadership to the community health needs assessment prioritization and action planning processes, contributing expertise in public health assessment.
16. Provides leadership to the implementation of the community health plan.
17. Collaborates in development and leadership of community workgroups and committees related to community health assessment, prioritization and action planning and implementation.
18. Evaluates the effectiveness of adopted community engagement strategies.
19. Serves on inter-jurisdictional or multi-agency committees involved in public health policy development; coordinate review/comment processes for proposed policy documents; maintain contact with various community organizations.
20. Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services and are assisted in the utilization of those services.
21. Collaborates and Participates in Oneida County Health Department research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.

22. Provides training and orientation to staff, students and other health and human service professionals in the community regarding environmental public health practices.

### **Analysis and Assessment**

23. Assists in the implementation of community assessment; can distinguish between quantitative and qualitative community assessment data; understands incidence and prevalence data; knows how to access basic community epidemiological data.
24. Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public's health.
25. Conducts comprehensive reviews of scientific evidence related to public health issues, concerns, and interventions.
26. Presents and interprets demographic, statistical, programmatic, and scientific information to professional and lay audiences.

### **Leadership and Systems Thinking**

27. Provides leadership to the Health Department as the assistant director and member of that leadership team. Provides leadership to, and is responsible for, the fiscal, human resource and operational management of the Oneida County Health Department. This includes: Assisting the Director in directing and supervising staff including Program Leads, Professional staff, and Clerical Support Staff by utilizing leadership/supervision skills of motivating, coaching, mentoring and identifying strengths and weaknesses. Facilitates several program meetings and assures proper follow through of all program staff. In absence of or in conjunction with Director, interviews and recommends selection of new employees; plans, coordinates, assigns, and reviews work; conducts performance planning and evaluations; acts on problems and concerns; approves leave.
28. Promotes and facilitates the incorporation of Departmental core values and strategic initiatives into daily service delivery.
29. Fosters a work environment where continuous quality improvements in service and professional practice are pursued
30. Foster's and assists in the development of the Department's Grant objectives, business plans and work plans.
31. Supervises assigned staff and assures their professional development through continuing education, training and leadership development activities.
32. Provides educational experiences for undergraduate and graduate students in nursing, environmental health and public health.
33. Demonstrates knowledge of applicable state professional practice guidelines for registered professional nurses, the American Nurses' Association *Scope and Standards of Practice for Public Health Nursing* any other Federal and State laws and regulations applicable to practice as an public health nursing professional.
34. Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances,

- airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
35. Collaborates in developing a work environment where performance management, continuous quality improvements in professional practice is pursued.
  36. Assumes responsibility for own professional growth and development by pursuing education; participating in professional committees and work groups

### **Policy Development and Program Planning**

37. Coordinates public health activities with environmental and public health professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Wisconsin Division of Public Health and the Centers for Disease Control and Prevention.
38. Coordinates activities among and between other governmental agencies, such as the Wisconsin Department of Health Services, that enforce laws and regulations that protect the public's health.
39. Collaborates in the development of evidence-based public health practices and programs in collaboration with universities, other nursing agencies, businesses, trade associations, other staff and the public.
40. Collaborates in the development, implementation, tracking, and evaluation of long and short range policies, procedures, plans and programs for public health in Oneida County.
41. Collaborates in and contributes to individual, team, and Departmental performance management, quality improvement and evaluation activities.

### **Communication and Cultural Competency**

42. Collaborates in the development and implementation of the Oneida County Communications plan to promote evidenced based public health communication strategies across the Department and in the community.
43. Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental public health policies, regulations and code.
44. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities. Examples of methods may be: one on one, group sessions, media interviews, story boards, website and face book.
45. Educates local and state policy makers and community stakeholders on public health issues.
46. Adheres to ethical principles and Oneida County Health Department policy in the collection, maintenance, use, and dissemination of data and information.
47. Assists Public Health Director with coordinating marketing/media efforts of the department.
48. Educates local and state policy makers and community stakeholders on public health issues.

## **Financial Planning and Management**

49. Assists Public Health Director in monitoring and overseeing budget activity including recommending modifications when needed; approves purchase requests and expenditures.
50. Prepares proposals for funding from external sources.
51. Assists Public Health Director with the supervision of the purchase, arrangement, and repair of all department equipment.
52. Uses cost-effectiveness, cost-benefit, and cost-utility analyses in programmatic prioritization and decision making.

## **Other**

53. Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.
54. This position is responsible, in partnership with the Public Health Director, for reviewing and updating public health emergency plans.
55. Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness.
56. This position will be responsible for strategic planning, using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
57. Performs other duties as assigned consistent with job classification.

## **BEHAVIOR EXPECTATIONS:**

- Treats others with courtesy and respect in all interactions.
- Responds with flexibility to changing needs.
- Manages multiple tasks and deadlines.
- Supports and promotes the department's vision, mission, and core values.
- Promotes team and organizational learning.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

### **Education, Licensure, Certifications, Experience**

- Bachelors of Science or Art in Nursing or other health related field required.
- Graduate work in public health preferred.
- Three (3) years of leading community initiatives and/or facilitating teams focused on public health issues.
- Experience in Performance Management Public Health Accreditation, Quality Improvement, Strategic Planning, Community Health Improvement Planning, Communicable Disease follow up, Health hazard Investigations and Foodborne/Waterborne outbreaks preferred.

- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 300, 400 and 700.a certification within six (6) months of employment.
- CPR certification within four (4) months of employment.
- Valid Wisconsin driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

### **Leadership and Systems Thinking Skills**

- Proficiency in recruitment, orientation, training, operational, evaluation, management, and supervision principles, methodologies, tools, and techniques.
- Proficiency in human relations, problem solving, conflict resolution, negotiation, decision making, critical and analytical thinking skills.
- Proficiency in team building, group facilitation, leadership, and development of supervisory trust and capacity within the Division, across the Department, and among community partners.
- Proficiency in the principles of mentoring, peer advising and coaching for public health workforce development.

### **Public Health Sciences Skills**

- Proficiency in delivering and supervising environmental public health interventions in a local health department setting
- Proficiency in relating environmental and public health science skills to the Core Public Health Functions and Essential Services of Public Health.
- Proficiency in basic methods of epidemiology, disease prevention, environmental health, health promotion, behavioral change, group process, community/organizational development and methods of instruction; public information and mass media methods; data analysis and research methods; marketing principles, public information and mass media and methods of instruction.
- Proficiency in applying relevant federal, state and local environmental health regulations and safety procedures for assigned public health activities.
- Proficiency in identifying occupational and environmental hazards and in applying and assuring relevant worker safety procedures.

### **Community Dimensions of Practice Skills**

- Proficiency in facilitating collaboration and partnerships to ensure participation of key stakeholders and improve public health.
- Proficiency in using group processes to advance community involvement.
- Proficiency in distinguishing and facilitating the role of governmental and non-governmental organizations in the development of partnerships and the delivery of community health services through the participation of key stakeholders.

### **Analysis and Assessment Skills**

- 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.

- Proficiency in the interpretation of quantitative and qualitative data, making accurate community-specific inferences based on this interpretation, and using data to address scientific, political, ethical, and social public health issues.
- Proficiency in adhering to and assuring ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Proficiency in quality improvement principles and application of the public health standards.

### **Policy Development and Program Planning Skills**

- Proficiency in managing required public health processes and interventions.
- Proficiency in program assessment, planning, implementation and evaluation.
- Proficiency in applying public health principles; applying knowledge of public health interventions, laws, regulations and policy processes; and implementing best practices.
- Proficiency in policy development, feasibility analysis, incorporating policies into program plans and structures, and policy evaluation and impact analysis.

### **Communication and Cultural Competency Skills**

- Proficiency in applying communication and group dynamic strategies in interactions with individuals and groups and incorporating strategies for interacting with persons from diverse backgrounds.
- Proficiency in teaching methods and techniques for presenting material and engaging a wide variety of audiences in learning experiences including but not limited to group process and facilitation; print and electronic educational materials; and formal presentations using a wide range of audio visual equipment.
- Proficiency in assuring that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health services.
- Proficiency in communicating in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency.

### **Financial Planning and Management Skills**

- Proficiency in developing, monitoring, modifying, and reporting for budgets and other fiscal resources in alignment with Department and County policies and procedures.
- Proficiency in negotiating the use of key community resources and assets.
- Proficiency in managing purchasing and fiscal processes.

### **Other Skills**

- Valid Wisconsin driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- Proficiency in use of intermediate computer skills: email, word processing, use of spreadsheets established databases and spreadsheets, presentation and publisher software, and internet searches.
- Proficiency in use of current Department and program-specific required databases including but not limited to City View and Epi Info within three (3) months.
- Ability to take after-hours on-call, work longer shifts, nights, and weekends to meet operational needs as determined by the Director.

**Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:**

- Must be able to be fitted and wear NIOSH 95 mask.
- Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
- Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone
- Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Wisconsin law.

**Work Environment:**

**General office setting in the department facilities, as well as community sites including clients' homes and workplaces.**

Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.

In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Computer, Fax, copier, personal or county vehicle, public health and medical equipment and supplies related to duties.

**Reports to:** Director or Assistant Director

**Directs Work of:** None

**Blood borne Pathogen Risk Code:** None \_\_ Low \_\_ Medium \_\_ High X