DISTRICT HEALTH DEPARTMENT NO. 2
JOB POSTING

Job Classification: Community Health Director/Epidemiologist: Public Health Services
Base Site: West Branch
Rate of Pay: Starting $56,925/annual salary

The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job posting. 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.

General Summary

Under the direction of the Administrative Health Officer, this individual is responsible for the administration and management of clinic and community services not limited to the personal health care clinic, opioid crisis reduction activities, STI, HIV, Hepatitis C and other communicable blood-borne diseases. This employee must exercise a high level of independent judgment. This is an executive leadership position. Directs, supervises, trains and provides leadership to a multi-disciplinary professional staff ensuring continuity of day-to-day operations. Programs and assignments change as the needs of the agency change. This position is an exempt FLSA status, and requires the ability to work irregular hours, along with access 24/7 regarding emergency preparedness activities and response. This position requires travel.

Essential Functions

- Directs and manages the fiscal, staffing, planning and evaluation activities for programs and services in accordance with established policies and procedures, and with all applicable statues, regulations, and Collective Bargaining contracts governing the employment relationship.
- Establishes program priorities, procedures and practices for all Public Health operations adhering to Public Act 368 of 1978 (Public Health Code).
- Collaborates with the Medical Director seeking consultation, as needed, on epidemiology investigation, surveillance, treatment, follow-up and control of contagious and/or communicable diseases.
- Responds to public health emergencies, emergency exercises, and emergency response training activities.
- Processes, compiles, researches, and analyzes complex Public Health data and other information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software, within established procedures.
- Participate in the development of programs and strategies to control and contain the incidence of communicable diseases in the general public and among high-risk populations, and to prevent further disease transmission and future outbreaks.
- Provides considerable input in the development and implementation of the Department’s strategic plan, strategic goals and objectives, community health needs assessment, and community health improvement plan, as appropriate, with other county and community agencies.
- Manages Performance Management Plan and State and National Accreditation.
- Embraces continuous quality improvement methodologies and evaluates staff and programs for strategies to enhance efficiency, effectiveness and cultural competence of service provision.
- Mentoring of staff, assessment of professional training needs, and assisting with the enhancement of workforce development.
- Community Health Strategist represents the Department at community meetings and creates networking alliances. Initiates marketing campaigns and enhances social media messaging.
- Grant writing.

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

Education/Training

- Master’s Degree in Public Health (MPH) preferred or other similar master’s required for this position. Strong knowledge of principles and practices relating to disease surveillance and investigation.
- Prefer one (1) year of supervisory experience and leadership competency.

Other Requirements

- Own means of transportation.
- Initial and annual training pertaining to OSHA’s Blood Borne Pathogen Standard is a condition of continued employment.
- Ability to effectively communicate or relate with staff and the public in a professional capacity and provide service in a culturally competent manner.

Posted: February 7, 2020
Applications are available at Health Department Offices. Submit application/with resume or curriculum vitae to District Health Department No. 2, 630 Progress Street, West Branch, MI 48661 or you may e-mail your resume to vsherosky@dhd2.org. This position remains open until filled with first review of applicants February 21, 2020.

District Health Department No. 2 is an Equal Opportunity Employer.