

**DISTRICT HEALTH DEPARTMENT NO. 2
JOB POSTING**

Job Classification: Community Health Director
Base Site: TBD
Grade: Management/Exempt
Starting Rate Range: Starting \$57,800/annual

The qualifications listed below represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines to be considered along with other job-related selection or promotional criteria.

General Summary

Under the direction of the Health Officer, the Community Health Director will be responsible for the administration and management of Public Health Clinical Services such as WIC and also community service such as home visiting for Maternal Infant Health. This is an executive leadership position which requires a high level of independent judgment. The Community Health Director will direct, supervise, train and provide leadership to nurses and a multi-disciplinary professional staff ensuring continuity of day-to-day operations. This position is an *exempt* FLSA status and requires the ability to work irregular hours, along with 24/7 access to respond to emergency preparedness activities. This position requires travel.

Essential Functions

- Directs and manages fiscal, staffing, planning and evaluation activities for programs and services in accordance with established policies and procedures and with all applicable statutes, regulations and Collective Bargaining contracts governing the employment relationship.
- Provides considerable input in the development and implementation of the Department's strategic plan, strategic goals and objectives, community health needs assessment, and the community health improvement plan, as appropriate, with other county and community agencies.
- 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.
- Manages accreditation requirements, as well as adherence and review process.
- Establishes program priorities, procedures and practices for all Public Health operations adhere to Public Act 368 of 1978 (Public Health Code).
- Collaborates with the Medical Director to ensure that all health care practices, patients' care plans, procedures and protocols conform to current standards of medical practice. Seek consultation, as needed, on epidemiology investigation, surveillance, treatment, follow-up and control of contagious and/or communicable diseases.
- Responds to public health emergencies, and emergency response training activities.
- Embraces continuous quality improvement methodologies and evaluates programs for strategies to enhance efficiency, effectiveness and cultural competence of service provision(s).
- Possesses excellent oral and written communication skills.
- Mentoring of staff, assessment of professional training needs and assisting with enhancing workforce development.
- Represents the Department at community meetings and creates networking alliances. Initiate's marketing campaigns and enhances social media messaging. Enhancement of tele-health services.
- Ensures that clients' fees are properly billed for services rendered, for charges to Medicaid, Medicare and third-party payers.

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

Education/Training

- Bachelor's degree in nursing preferred, other bachelor's degree would be considered with pertinent experience, Master's degree preferred. Prefer a minimum of one (1) year supervisory experience.

Other Requirements

- If nursing degree, possession of a current license to practice as a registered nurse in the State of Michigan.
- Availability of personal transportation.
- Initial and annual training pertaining to CPR/OSHA's Blood Borne Pathogen Standard is a condition of continued employment.

Applications are available at District Health Department No. 2 Offices. Submit application/resume to District Health Department No. 2, 630 Progress Street, West Branch, MI 48661 or e-mail your resume to vsherosky@dhd2.org. This position will be posted until filled, with first review July 19, 2021.

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