

Job Title: Director of Personal Health Services
Department: Personal Health Services
Reports To: Public Health Administrator
FLSA Status: Exempt
Last Updated: March 07, 2013

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Interviews, recommends for employment, trains, supervises, and if necessary, recommends for dismissal personnel within the Department of Personal Health Services.
- Coordinates and evaluates programs and services within the Department of Personal Health Services to ensure program compliance, and to formulate progressive programs designed to meet changing needs of community.
- Establishes policies and procedures for operation of the clinic services and, in conjunction with other administrative personnel, assists in the formulation of program and departmental policies and procedures.
- Prepares and reviews various records and reports of an operational, statistical, professional, and research nature. Prepares for and participates in various surveys and program evaluations.
- Assists in the preparation of the annual budget of the Department of Personal Health Services.
- Research, procure and implement grants for additional funding to maintain and expand services.
- Adapts existing public health programs to changing community needs. Recommends initiation and assists and directs development of new public health programs.
- Serves as a liaison and resource person to community agencies and the general public. Interprets public health concerns, provides information, and directs individuals to appropriate health and welfare resources. Attends and participates in meetings, conferences, and other activities.
- Participates in establishing programs for guidance and professional development of Personal Health Services staff, and in establishing personnel policies, qualifications, and salaries.
- Participates in community planning and assessments concerning health and social welfare problems.
- Responsible for standing orders. Verify orders are updated and signed.
- Exercises responsibility for preparation and review of grants, records and reports as required by IDPH, DHS, State and/or Federal grantors, and by private foundations.

- Supervise services to all preschools, day cares, and parochial schools in the vision and hearing program.
- Keep abreast of innovative practices and current trends in public health; recommend applications, adaptation or modification of such practices to meet the needs of the department and populace.
- Performs administrative, technical and planning duties to integrate Emergency Response, Pandemic Flu and other crisis response activities with local emergency preparedness efforts.
- Serve as a preceptor for students.
- Responsible for facilitating state/federal program reviews for Personal Health Services programs.
- Formulate and implement policy, methods, and procedures for programs within Personal Health Services
- Serves as Personal Health Services Department liaison to Public Health Administrator and Boone County Board of Health.
- May serve as Acting Administrator in absence of the Administrator.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises all employees in the Nursing Division (includes Health Educator). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have critical thinking, multi-tasking, and excellent writing skills. Previous grant writing and supervisory experience required. Requires familiarity with the medical-legal aspects of public health nursing.

EDUCATION and/or EXPERIENCE

Master's degree (M. S.) or equivalent preferably a MPH with three to five years related experience; or Bachelor's degree in Public Health and five to ten years related experience or Bachelor's degree in nursing from a college program which includes a practicum experience in public health nursing, advanced preparation in administration and supervision, and at least four years related experience and/or

training in a generalized family-centered nursing program in a community health agency; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit and taste or smell. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to hear using a stethoscope.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate to loud.