

NORTHEAST TRI COUNTY HEALTH DISTRICT

Position Information: Director of Community Health

Expected Start Date: As soon as possible

Beginning Salary: Salary Range from \$4706.00 to \$5840.00 per month. Depending on experience 100% FTE (Full Time Equivalent) based on a 37.5 hour work week.

Benefits: Public Retirement System; Employee Assistance Program (EAP); Medical Insurance cap of \$550.00 per month; holiday, vacation and sick leave benefits; \$40,000 term life insurance; Long Term Disability. All new employees are on a six (6) **full calendar month** trial service period, during which performance is evaluated for continued employment.

Reports to: Administrator

Works With: All Divisions of Northeast Tri County Health

Position Location: Colville

Application Deadline: Position Opened Until Filled

Apply to: Northeast Tri County Health District
240 E. Dominion
P.O. Box 270
Colville, WA 99114
(509) 684-1301

Interviews: Those applicants selected for interviews will be notified for appointments.

Advanced Registered Nurse Practitioners: The Health District is a provider of a Reproductive Health Title X program. Advanced Registered Nurse Practitioners are encouraged to apply if interested in working with clients in our reproductive Health Program.

The Northeast Tri County Health District is made up of Ferry, Pend Oreille and Stevens Counties. The administration offices are located in Colville at 240 E. Dominion. Programs of the Health District include community health services and environmental health services such as nutrition programs, family planning, maternal and child health programs, communicable disease control, restaurant inspection, on-site sewage inspection. The Health District is publicly funded and the Board of Health, made up of elected officials from the three (3) counties, is the governing board of the District.

Northeast Tri County Health District is an Equal Opportunity Employer.

NOTE: USE OF AUTOMOBILE: Persons whose positions require the use of an automobile may be expected to use their own private vehicle, and will be asked to provide appropriate auto insurance. It is also necessary that such employees have a current, valid Washington State drivers license or ability to obtain same.

The Health District office is a non-smoking environment.
The Health District is an equal opportunity employer.
The Health District is a drug and alcohol free workplace.

Position: Director of Community Health

Office and Section: Supervises Colville Community Health Section and Directs Ferry, Pend Oreille and Stevens Counties Community Health Division

Supervisor: Administrator

Definition: Manages the Community Health Division of the Health District. Assists the Administrator and Health Officer in assessing community needs and developing, managing and implementing annual and long range District programs to accomplish District goals and policies. Manages and coordinates Community Health programs and services with the Environmental Health and Management Division as appropriate.

Distinguishing Characteristics: The Director is directly responsible to the Health Officer and Administrator. Operates with appreciable latitude for independent action. Consults with Health Officer and/or Administrator as needed. Supervises professional, paraprofessional and clerical staff in public health programs such as Communicable Disease, Tuberculosis, Reproductive Health, Maternal/Child, HIV/AIDS, and Women/Infant/Child Nutrition Services. Assists with and is responsible for program planning, implementation, staffing and evaluation. Directs the efforts of staff to accomplish the work, mission and goals of Northeast Tri County Health District. Represents the Health District on local, regional and state committees and maintains a professional approach and demeanor in all activities. Ensures that patient care is of the highest professional level consistent with prescribed standards and ensures compliance with district policies and procedures and legal requirements. Assists with the management of programs and staff in a manner that ensures expenditures remain within budget guidelines. Develops relationships with staff, other departments and individuals outside the agency that encourage participation, teamwork, effective relationships and use of resources.

ESSENTIAL DUTIES/RESPONSIBILITIES

PROVIDES THE GENERAL DIRECTION, ADMINISTRATION, AND LONG RANGE PLANNING OF COMMUNITY HEALTH DIVISION

- Recommends Community Health Division policies and protocols for review by the Health Officer/Administrator;
- Member of the management team with the Health Officer, Administrator, Environmental Health Director;
- Manages the Community Health Division budget as directed;
- Assists in developing recommendations for short- and long-range plans, programs, goals and objectives;
- Communicates with Board of Health through presentations, written materials and direct interactions;
- Other duties as required.

RESPONSIBLE FOR PROGRAM MONITORING, MANAGEMENT, AND REPORTING

- Assists the Administrator in the development of the Community Health Division budget and grant proposals;
- Develops, reviews and approves summaries and/or reports which provide information and program justification;
- Submits reports as required;
- Assures that appropriate policies, procedures and tasks are created and updated as assigned;
- Provides information within scope of knowledge and authority;
- Provides information for periodic reporting or monitoring requirements;
- Resolves inquiries, complaints, emergencies or requests for information;
- Provides oversight for system of confidential patient records;
- Assures appropriate medical charting on patient records;
- Other duties as required.

RESPONSIBLE FOR STAFF MANAGEMENT AND SUPERVISION

- Recruits, selects, and maintains qualified community health services staff in conjunction with the Health Officer/Administrator;
- Supervises public health professional, paraprofessional and clerical staff as assigned;
- Assigns, supervises and evaluates work consistent with assigned job classification;
- Schedules staff to provide for a smooth workflow, equitable work distribution and high productivity;
- Provides initial orientation for staff, including advice and instruction in public health techniques and local applications;
- Emphasizes accountability and a public service approach with staff;
- Identifies problems hindering progress towards goals and objectives, recommends solutions, and implements corrective action as directed;
- Conducts performance evaluations to guide the development of employees and provide a record of performance;
- Explains and applies personnel policies within scope of assigned responsibility;
- Makes recommendations regarding employment actions; Assesses, develops and coordinates Division staff training and in-service education;
- Other duties as required.

RESPONSIBLE FOR ASSESSING, PLANNING AND IMPLEMENTING PROGRAMS

- Develops, recommends and implements programs, procedures and clinic activities with advice from community health supervisors and program staff;
- Interprets community health programs to groups through talks, discussions, and consultations;
- May present and interpret information in the community;
- Prepares information for release to the public, including news media;
- Works with the community to assess needs and resources available;
- Reviews legislation to determine its impact on public health services;
- Advocates for improvements in health care;
- Participates in the development of new community resources;
- Implements comprehensive prevention plans for the tri county area;
- Works with the community to increase awareness of Health District programs;
- Other duties as required.

PARTICIPATES ON LOCAL, REGIONAL AND STATE COMMITTEES AS ASSIGNED

- Represents the Health District at community and state level meetings, committees and boards as assigned;
- Develops or assists in developing, coordinating and presenting conferences, meetings, workshops, professional in-service and training programs;
- Plans community and inter-agency meetings;
- Participates as a member of interagency committees;
- Advises groups on community health related matters;
- Other duties as required.

RESPONSIBLE FOR COMMUNITY HEALTH PROGRAMS AND SERVICES

- Develops, recommends and manages a quality assurance program for Community Health Division;
- Informs and instructs community health staff regarding issues not clearly covered by established policy or procedures;
- Maintains knowledge of relevant current research, legislation, regulations and recommendations;
- Ensures regular and consistent feedback to staff through regular staff meetings and written communications;
- Informs staff of current information regarding programs and issues;
- Interprets public health principles, programs and current research findings to staff and community groups;
- Assures that client care is of the highest professional level consistent with prescribed standards;
- Assures patient confidentiality through training and review;
- Keeps up to date on resource availability and keeps staff informed of resource availability;
- Uses resources and technology effectively to increase productivity;
- Other duties as required.

KNOWLEDGE AND ABILITIES

- Knowledge of: theory, principles, and practice of community public health; political and organizational
- Structure; principles of budgeting; management practices, personnel development and effective public
- Relations; sensitivity to the political structure of the three county Health District and its relationship to the community; communicable disease control, epidemiology, and maternal and child health.

ABILITY TO: develop, organize and administer community health programs; oversee community health division of the budget; analyze data; prepare reports; communicate effectively both orally and in writing; communicate with the public and represent the Health District in a variety of public settings; plan, organize, supervise and evaluate the work performance of others; resolve conflicts; use a computer for word processing and other functions; travel throughout the District and to meetings as necessary.

MINIMUM QUALIFICATIONS

- A current and valid Washington State Registered Nurse License (or the ability to obtain the same) Six (6) years nursing experience including:
- Two (2) years in public health **AND**
- Two (2) years as a supervisor (should have evidence of increasing supervisory responsibilities)
- Bachelor of Science degree in Public Health, Epidemiology, or Community Health Nursing is preferred
- Current Washington State Driver's license or the ability to obtain the same