Job Description

Director of Community Health

Salary Range: $67,444 - $81,804 Annually
Location: Colville

FLSA Status: Exempt
Division: Community Health

Full-Time Equivalency (FTE): 100%
Reports To: Administrator

Closing: Open until filled
First Review of Applications: 9/30/2020

Summary:
This advanced level position is responsible for a broad range of duties related to the delivery of community health services throughout Northeast Tri County Health District (NETCHD). The work scope of this position includes administrative and technical operation responsibilities, fiscal duties, supervisory duties, and other division program duties. The duties and responsibilities of this position will be completed with minimal supervision and reviewed for fulfillment of organizational objectives, effect/advice, influence of the overall programs, and contribution to meeting the needs of NETCHD and the communities served.

Under the direction of the Administrator and Health Officer, this position manages programs and services while supervising specialized personnel and support staff members. As a supervisor, demonstrating the ability to make responsible decisions, provide open communication, lead by example, and maintain and build effective teams within the division as well as with other internal and external partners is essential. This position also requires the ability to apply extensive knowledge of modern management techniques and concepts to situations involving administration policy, and procedure development.

Work will be performed within the following programs: budget development and management, personnel management, program development, technical operation, and leadership. Organizing, directing, and administering the operations of these programs within the Community Health Division.

This position serves as a member of the NETCHD Management Team and works collaboratively to advise on and carry out the mission and strategic plan of the Health District. As part of the Management Team individuals in this position will represent and articulate the interests and priorities of the agency and public health at Board of Health meetings, county healthcare coalitions, community meetings, workshops, events, etc. The position also serves to assist NETCHD in preparing for and responding to public health emergencies.

Program Activities:
The following program activities and responsibilities may be covered under this job specification:

- Budget Development and Management
  - Develops and manages the division budget to assure adequate staff, equipment, resources, and other materials to perform the functions necessary;
Develops, and/or monitors grants and contracts to ensure compliance; and
Leads/manages implementation of grants and projects within the designated programs.

- **Personnel Management**
  - Directs and supervises division staff with professionalism, respect, and discretion;
  - Communicates in an effective manner with management and staff on a regular basis;
  - Assures staff are trained and equipped to perform their duties, providing coaching, guidance, and motivation in a manner conducive to efficient and effective work performance; and
  - Within the division, leads hiring processes, performs staff evaluations, develops performance plans and corrective action plans, and when necessary, leads disciplinary action.

- **Program Development**
  - Directs and monitors activities for continuous improvement; and
  - Ensures compliance with mandated requirements for the delivery of necessary community health services.

- **Technical Operation**
  - Develops, implements, and reviews division operating policies and procedures;
  - Understands, actively directs, and implement community health programs. As necessary, conduct program status reviews within a multitude of programs; and
  - Reviews legislation to determine its implication for community public health programs and coordinates with Administrator when needed to represent the interests of community health programs.

- **Leadership**
  - Represents NETCHD in aspects of community public health. Prepares, reviews, approves and presents written and oral reports and documents to a wide array of audiences;
  - Participates on statewide committees to represent community health issues;
  - Maintains rapport with the community and community partners;
  - Maintains professional relationships locally and statewide to allow regular communication with partner agencies;
  - Model strong leadership and promote a professional work environment;
  - Fairly and consistently apply policies and procedures with all division staff;
  - Provides consultation with other local health jurisdictions; and
  - Acts as a member of the NETCHD Management Team to plan, set goals, and problem solve for NETCHD.

**Essential Functions of the Job:**

- Develops, commands, and implements programs, procedures, and clinic activities with advice from community health program staff;
- Represents and articulates the interests and priorities of NETCHD and the Board of Health relating to community health;
- Serves as a member of the Management Team to recommend, collaborate, review, and address district-wide issues, budgets, and policies;
- Collaborates with diverse stakeholders in developing program goals, objectives and work plans for NETCHD;
- Participates in long-range planning in conjunction with the Management Team;
- Regularly review division program data to assure quality of service delivery; reviews staff productivity and outcome indicators and assures a high level of productivity and performance;
• Plans, participates, and supports emergency preparedness and response activities to include after-hour response to public health emergencies;
• Seeks and maintains effective working relationships with elected/appointed officials, staff, other organizations, the media, and the general public;
• Plans, initiates, and manages projects from beginning to end, with minimal direction;
• Effectively carries out difficult and complex assignments requiring considerable judgement and initiative;
• Establish professional and peer network;
• Communicates in an effective manner, both within NETCHD and to the public;
• Oversees supervision, coaching, mentoring, and training of community health staff;
• Composing reports, public health advisory information, and public relations materials for education and dissemination to the public;
• Coordinates with and assists other divisions in inter-divisional program efforts;
• Performance of all work tasks and interpersonal communications in alignment with Northeast Tri County Health District Personnel Policies; and
• Ability to protect the privacy and security of protected health information as defined by State and Federal Health Insurance Portability and Accountability Act (HIPAA) law.

This is a “summary” of the duties and responsibilities commonly found within this classification. It is not meant to be all-inclusive, thus, other related activities or tasks may be assigned.

**Associated Functions of the Job:**

• Along with other members of the Management Team, share duty for after-hours emergency calls;
• Functions as the District’s HIPAA Compliance Officer;
• Functions as the District’s Medicaid Administrative Claiming Coordinator; and
• Assists with investigation of any outbreak of disease (infections or otherwise) or other unusual increases in illness.

**Qualifications:**

• **Education**
  - Master’s degree involving major study in public health, public administration or a related field appropriate for the division is highly desirable.
  - A Bachelor of Science in Nursing with public/community health course work is preferred.
  - At a minimum, bachelor’s degree in public health, biological science, or closely related field.

• **Experience**
  - Five years of progressive experience in community public health or closely related field.
  - Three years of management experience to include program administration utilizing supervisory techniques including communication, conflict resolution, leadership, interpersonal skills, time and priority management, and problem solving, either directly or indirectly.

If the minimum experience is not met, NETCHD reserves the right to under-fill this position at a reduced salary, so long as the candidate possesses a combination of relevant education and experience which would demonstrate the individual’s knowledge, skill, and ability to perform the essential duties and responsibilities listed. As an under-fill a training program would be initiated to work towards the appropriate status.
Required Certifications and Licensure:

- Valid Washington State driver’s license (or ability to obtain within 30 days); and
- Current auto insurance.

Knowledge, Skills, and Abilities:

- Knowledge of community health programs and services, including the ability to implement and assess effectiveness;
- Knowledge of community health data and the use of data to educate community members;
- Ability to provide education and health counseling to patients, families, and the community;
- Ability to establish and maintain effective working relationships with a diverse client population;
- Ability to communicate effectively both orally and in writing with tact, diplomacy, and sensitivity;
- Excellent public speaking, able to present complex ideas across a spectrum of education levels;
- Strong interpersonal skills to develop and maintain lasting relationships with community partners;
- Skilled at facilitating small and large groups through collaborative and deliberative processes;
- Knowledge of modern media methods for communicating with the public;
- Analytical skills to assess and identify problems and develop logical/effective solutions.
- Resourcefulness to find new ways to address community health issues;
- Be non-judgmental towards community members, their lifestyles, and their families/friends;
- Skill to coordinate/implement specific outreach strategies for reaching individuals in need of screening and/or services;
- Ability to gather and compile client information for database input;
- Completes time sheets for program service and cost allocation;
- Attends regular staff meetings, trainings, workshops as required;
- Communicates with agencies to be aware of resources and current programs available;
- Ability to work in a fast-paced environment independently by multi-tasking, demonstrating attention to detail through use of problem solving and effective time management skills;
- Ability to prioritize workload and adapt to changes in workload and assignments;
- Ability to communicate effectively both orally and in writing with tact, diplomacy, and sensitivity;
- Friendly, cooperative manner and a good team spirit;
- Computer literacy including Microsoft Office Suite (Word, Excel, Power Point, Publisher, and Outlook);
- Maintain confidentiality and compliance with the Health Insurance Portability and Accountability Act (HIPAA);
- Act in accordance with applicable mandatory reporting laws when abuse and/or neglect are suspected;
- Possession of a valid driver’s license (or ability to obtain same) and an acceptable driver’s abstract is required prior to employment;
- Ability to successfully pass a background investigation; and
- Other duties as required.

Work Environment and Physical Demands:
• Indoors, sedentary up to 8.5 hours/day sitting or standing;
• Outdoors, up to 8.5 hours/day walking, standing or driving;
• Up to 8.5 hours/day keyboarding or typing at a computer terminal;
• Ability to drive in various climates (rain, snow, wind, sun, mud, varied air quality levels, extreme temperatures heat/cold, etc.);
• Communication skills to interact effectively with people;
• Comprehend and process verbal communication;
• Ability to maintain composure in stressful situations;
• Visual acuity to read and write;
• Ability to discern colors, odors and sounds;
• Ability to work with chemical smells (laboratory);
• Ability to bend, twist, stoop on a regular basis;
• Ability to lift, push, pull, or carry up to 40 pounds on a regular basis; and
• Ability to type, file, and complete forms.

Work Schedule:

This position is exempt from provisions of the Fair Labor Standards Act and is not overtime eligible. The regular workweek is 37.5 hours, Monday through Thursday 7:30am – 4:30pm, Friday 7:30am – 11:00am. Occasional evenings weekends, on-call work and some travel may be required.

Travel:

• Some travel, mostly within the jurisdiction of NETCHD, is required to attend meetings, visit other NETCHD offices, attend conferences, and seminars.
• A NETCHD vehicle will be provided for use. However, as a condition of employment, employees may be required to utilize their private vehicles in the performance of their duties but will be reimbursed for mileage.

Emergencies:

When public health responds to an emergency you may be assigned duties that are outside your regular job description. This may involve responding at any time, including nights and weekends, with possible deployment to locations other than the department.

Necessary Special Requirements:

• The selected candidate will be required to successfully pass a background check;
• The selected candidate will be required to successfully pass an acceptable driver’s abstract;
• Ability to obtain or provide documentation of required immunizations in accordance with NETCHD policies;
• Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law;
• Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time; and
• Upon hire the selected candidate must obtain the appropriate certifications and credentials within the specified time frame. During their employment at NETCHD they will be responsible for maintaining those credentials and certifications upon renewal.

Application Process:
Candidates who wish to be considered for this position must complete the online application at www.netchd.org and include the below items:

- Cover letter
- Resume
- Any relevant supporting documents

For more information about the application process or the position please contact Jessie Roth, Systems Manager at jroth@netchd.org or 509-563-8011.
Benefits Summary:

Northeast Tri County Health District offers a variety of affordable benefits for full-time and part-time employees including medical, dental, and vision coverage. Medical, dental, and vision coverage is effective immediately if the employee starts on the 1st business day of the month, otherwise benefits will be effective the 1st of the following month.

Medical Insurance: For employees with an FTE of .80 or greater, the Health District will provide a contribution towards their medical premiums. Employees with an FTE between .55 and .80 will receive a pro-rated contribution. The amount is based on the current contribution rate. Coverage is provided through Regence BlueShield/Asuris Northwest and employees will have the option to select a low deductible plan or a HDHP.

Dental Insurance: Dental coverage is included when a medical plan is selected and will be paid by the employee. Dental coverage is provided through Willamette Dental or Delta Dental of Washington.

Vision Insurance: Vision coverage is included when a medical plan is selected and will be paid by the employee. Vision coverage is provided through Vision Service Plan (VSP).

Life Insurance: The Health District participates in an employer paid Basic Life/AD&D Plan that provides a $40,000 benefit for yourself and a $1,000 Basic Life/AD&D for your spouse or dependents. Additional affordable voluntary, spouse, and dependent life insurance is also available.

Employee Assistance Program (EAP): The Health District provides all employees, household members, and dependents up to age 26 use of the Employee Assistance Program.

Retirement: Eligible employees participate in the Public Employees Retirement Systems (PERS) program. Selecting from two different plan options, PERS 2 or PERS 3. You may also elect to enroll in the Deferred Compensation Program (DCP), a tax-deferred supplemental savings program.

Additional Benefits:

- Paid annual leave (accrual based on years of employment). The monthly accrual is credited at the end of each month. *
- Paid sick leave * (7.5 hours per month)
- Paid holiday’s * (10 per calendar year)
- One paid personal holiday per year *
- $50 contributed to a Health Reimbursement Arrangement (HRA) monthly
- Wellness program

*Annual, sick, holiday, and personal leave are pro-rated for part-time employees.