

Cedar County Tipton, Iowa Position Description

Position title	Public Health Department (PHD) Director
Reports to	Cedar County Board of Health
Pay Grade	19

Position purpose

The purpose of this position is the overall management of operations, leadership of personnel of the Home Health (HH) and Public Health (PH) programs, and the functioning of the Cedar County PHD office through achievement of the department's vision, mission, programs objectives, and strategic planning.

Key position responsibilities (with sample tasks)

- Manages through planning, organizing, staffing, directing, and controlling of the Cedar County PHD to accomplish goals.
 - Provides guidance to division managers in the directing and controlling of staff members by ensuring a competent workforce and evaluates the effectiveness, accessibility, and quality of the services
 - Develops, oversees, administers, and enforces the policies and procedures for the department
 - Conducts performance evaluations of division managers, fiscal manager, and office manager

- Leads the PHD staff by providing the vision and motivation to the team and members to collaboratively work together and understands the talents and temperaments of each individual to effectively motivate each person to contribute individually their best toward achieving goals.
 - Provides leadership and collaborative working relationships with the staff by directing strategic planning, team building, and goal setting
 - Maintains the organization structure by updating position requirements and descriptions for all positions within the department
 - Directs the hiring process
 - Conducts interviews and counsels managers on candidate selection
 - Hears and resolves grievances

- Knowledgeable of the purposes and practices of home health and public health.
 - Demonstrates ongoing current knowledge of home health and public health programs' policies, laws, rules and regulations and monitors pending legislation
 - Maintains technical knowledge by attending educational workshops, reviewing professional publications, and establishing networks
 - Possesses necessary knowledge of home health and public health to develop and successfully accomplish the department's programs
 - Knowledgeable of the 10 Essential Public Health Services to continually improve the health status of the county

- Serves as the principal advisor and representative of HH and PH programs and technical health issues for members of Cedar County and other local, state, and national officials.
 - Communicates to the Cedar County Board of Health and the Cedar County Board of Supervisors all significant occurrences in and/or affecting the department in a timely manner

- Identifies and develops programs in the county to address the health needs of the community
 - Utilizes leadership, team building, negotiation and conflict resolution skills to build community partnerships with all constituents within the community
 - Promotes and represents the organization and the Board of Health in a positive and professional manner
- Develops, implements, and maintains departmental quality improvement programs.
 - Leads and ensures the continuing improvement in the quality of care provided to the participants of home health and public health programs through implementation of evidence-based practices
 - Knowledgeable of and implements current and predicted quality requirements of home health and public health programs to meet and/or exceed regulatory standards
 - Responsible for interpreting various quality reports to be used for development of performance improvement measures
- Develops budget and oversees financial management and maintains financial reporting systems that provide an accurate depiction of the financial status of the department.
 - Responsible for the fiscal integrity of the programs, to include submission to the Board of Health a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a fiduciary responsible position
- Serves in the statutory role of “Local Public Health Director” and assures compliance with Center for Medicare and Medicaid Conditions of Participation, public health laws of the State of Iowa, public health orders, standards and rules of the County and State boards of health and contracts
 - Provides consultation and secretarial support to the Board of Health with recommended appropriate action against violators of health codes
 - Maintains open communication and is receptive to board members’ ideas and suggestions
 - Monitors staff for timely and accurate documentation in compliance with state regulations and Medicare Conditions of Participation
 - Promote Health in All Policies, as recommended by the Centers for Disease Control and Prevention
 - Execute Board of Health duties during public health emergencies
 - Serve as advisor to and liaison for the Cedar County Board of Health
 - Advocate for public health issues affecting citizens of Cedar County

Qualifications

Education and Experience

Bachelor’s degree in health-related profession required, bachelor’s degree in nursing preferred. Master’s degree in public health or nursing encouraged. Five years of Home Health and/or Public Health management required.

Certificates, Licenses, registrations

Must have valid Iowa Driver’s license and current vehicle insurance. If profession is a registered nurse, must have current state Registered Nursing license.

Skills and Abilities

- Active listening
- Information technology usage and trouble shooting
- Reading comprehension
- Critical thinking
- Communication—verbal, non-verbal, written
- Time management
- Active learning
- Coordination
- Judgment and decision making
- Equipment selection and usage
- Customer service
- Collaboration
- Team member
- Interpersonal skills
- Organization
- Accuracy
- Problem solving
- Culture competency skills
- Analysis of data
- Language expression and comprehension
- Written expression and comprehension
- Prioritization
- Manual dexterity
- Attention to details
- Multi-tasking
- Professional image
- Professional behavior
- Compassion, kind, respect and caring
- Positive attitude

Working conditions

Primarily sedentary within the office with fluctuation of temperature and humidity. Some exposure to a variety of weather conditions, bodily fluids, and dangerous situations. Must effectively interact with people of all ages experiencing physiological and psychosocial issues which may be exhibited by abnormal and threatening behaviors.

Some travel required with occasional overnights. Occasionally required to work outside of regular office hours.

Required to be on call to respond to communicable disease investigations and other public health emergencies as issues arise.

Physical requirements

Regularly required to be mobile. Must frequently and consistently carry, lift and/or move up to 25 pounds. May need to assist in lifting and/or moving heavier weights. Must be able to communicate. Must be able to enter information into electronic format for extended periods of time.

Direct reports

Home Health Manager, Public Health Manager, Business Manager, Quality Assurance Coordinator, and Office Manager

Internal and External Contacts

Internal: County elected officials and department directors, case managers, Cedar County Board of Health members, Advisory committee members, staff members, Cedar County Board of Supervisors, contractors.

External: County residents, emergency management personnel, hospital care coordinators and discharge planners, state public health staff, local public health and home health directors and staffs, third party payers including Veteran Affairs staff, private insurance companies' staff, Centers of Medicare and Medicaid Services and Managed Care Organizations staffs, long term care facilities directors and staffs, assisted living facilities directors and staffs, state and federal elected officials, vendors, healthcare providers, school administrators, legislators, and others.

Approved by:	<i>Cedar County Board of Health</i>
Date approved:	September 22, 2017; January 19, 2018
Reviewed:	01-19-18

This position description is not intended to be all-inclusive. Employees may perform other related tasks as assigned to meet the ongoing needs of the organization.