

Public Health Supervisor

Dept/Div: HHS

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional and administrative work managing the activities of the Adult Health Division; planning, developing, implementing, administering, and evaluating the Home Care and Care Coordination Programs; coordinating the programs with county and community resources, and related work as apparent or assigned. Work is performed under the general direction of the Health and Human Services Director. Divisional supervision is exercised over all personnel within the division.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- Supervises public health program areas in the division as assigned.
- Participates in risk management and other quality assurance activities, developing corrective action plans as required.
- Manages program records by maintaining accurate and complete documentation.
- Develops and evaluates agency policies, procedures and standards of care to ensure compliance with State and Federal rules and regulations.
- Attends meetings, seminars and conferences to keep abreast of changes in policies, procedures related to program areas.
- Maintains effective working relationships and represents Public Health on interagency committees and advisory boards; represents agency in contacts with other agencies and the community in the Director's absence or as designated by the Director.
- Collects and contributes data required for the preparation of the budget for programs as directed.

Knowledge, Skills and Abilities

Comprehensive knowledge of the theory, principles and practices of public health programs and services; thorough knowledge of public health administration; thorough knowledge of Federal, State and local public health policies and programs and the laws on which they are based; thorough knowledge of statistical analysis and of agency financing; thorough knowledge of casework philosophy, methods and practices; ability to plan, organize and direct a staff of professional and nonprofessional employees; ability to plan and execute effective in services training and staff developmental programs; ability to express complex ideas effectively, orally and in writing; ability to establish and maintain effective working relationships with officials, employees, community agencies, the public and various community officials; ability to prepare and present complex technical reports.

Education and Experience

Bachelor's degree with coursework in nursing, or related field and moderate experience in public health, community health, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasional exposure to toxins/hazards for PH<1/3; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPR Certificate

Licensed as Registered Nurse

Within six months:

- Public Health Nuisance Training

- Respiratory Protection Training

- National Incident Management Training

Valid driver's license.