

**SANDERS COUNTY**

**Job Vacancy Announcement**

**January 23, 2024**

**Position:**             Public Health Director

                             40 hours/week - Non-Exempt

**Department:**Public Health

**Location:** Thompson Falls, MT

**Salary:** Starting rate of$30.00/hour, DOE

**Closing Date:**Open until filled

**Application and Documents Required**

* Completed employment application through Montana State Job Services
  + https://www.careeronestop.org/JobSearch/job-search.aspx
* Detailed resume of work experience

**Work Unit Overview:** Part-time Position 32 Hours/Week.All county departments must maintain an open and customer service-oriented environment, cooperate with other County departments and governmental entities, and keep accurate and timely records and information.

The Sanders County Health Department protects and promotes the health of county citizens and the environment through the efforts of dedicated and skilled employees and by applying sound public health principles. The Public Health Department’s role is to protect, improve, and preserve the health and well-being of the citizens of Sanders County.

**Job Summary:** The Public Health Director provides services in preventive health and clinic programs through assessment, teaching, counseling, and prevention services to individuals, families, and groups to promote health and wellness to clients. This includes administering public health programs, maintaining patient and program activity records, preparing required reports, and obtaining adequate public health funding.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

* Supervise and coordinate designated public health staff, including training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with Health Department and County objectives. Work with the Health Nurse to ensure comprehensive nursing services are available to the County.
* Supervise and participate in analytical studies of organization, budgetary, and administrative problems, and recommend improvement in methods and procedures to maximize efficiency and quality of public health programs and services
* Implement strategies to obtain sustainable public health funding for delivering quality services and programs that meet the needs of the community members. Identify funding sources; apply for grants; stay current about funding at the local, state, and national level; promote long-term funding planning; and identify opportunities to expand billable services. Draft and negotiate contracts and grant applications and monitor contracts for compliance with financial and performance standards.
* Evaluate health service programs and services for compliance with existing federal, state and local laws, rules, regulations and standards. Analyze national health care standards and guidelines to determine appropriate strategies, tools, and systems to employ and to evaluate quality and performance of programs in the interest of continuous improvement. This includes monitoring and tracking participant demographic data, conducting site inspections, compiling reports, and administering necessary budgets.
* Fulfill the responsibilities of the WIC Director to oversee the administrative aspects of the WIC Montana program. Typical responsibilities include fiscal management, program planning, staff supervision, serving as a contract liaison, and ensuring breastfeeding promotion and support activities within the local program.
* Must meet the requirements of a Competent Professional Authority (CPA) in WIC to assess and document nutrition risks, prescribe and issue food packages, and develop care plans to meet the participant's needs and stated goals.
* Participate in and/or report to various meetings, committees, professional associations, Boards, and/or other related groups boards to promote public health goals and empower county citizens to make healthy choices. Coordinate ongoing program cooperators, managers, staff of Environmental and Health departments, and others to ensure effective exchange of information, promote resource sharing, and avoid redundancies in program delivery.
* Coordinate the various programs and services to prevent disease and injury in the community. Respond to public health emergencies, investigate disease outbreaks, and provide quality health information.
* Identify health needs in the community to create and facilitate programs to promote health and welfare. Assess community health strengths, needs, and expectations to adopt a plan to serve families and individuals through health promotion and to serve those who are at risk of illness, injury, disability, or death.
* Promote health department goals by advising on health matters; carrying out immunization programs in schools; assessing environmental hazards; and working to prevent the spread of disease.
* Plan and administer community outreach programs, including establishing priorities, goals and objectives; monitoring and evaluating the effectiveness, and efficiency of programs; and developing and implementing plans to improve services designed to prevent disease and illness, promote healthy choices and deliver quality health care. Provide health education, health promotion, health assessment and disease prevention activities in the community to increase community awareness of the value of public health in the County. This includes representing the Department at various community activities.
* Investigate and monitor reports of communicable diseases such as measles, hepatitis, sexually transmitted diseases, and tuberculosis. Coordinate efforts with physicians, school personnel, and others regarding the treatment and prevention of diseases.
* Ensure that clinical documentation regarding clients is secure, confidential, and maintained in compliance with Health Department policy and state and federal regulation.
* Review the strategic plans of the County on a yearly basis to ensure they meet community health needs and that services are coordinated to maximize the effective use of resources and personnel.
* Attend regional public health meetings and conferences, meet with regional partners, and negotiate agreements to maximize services available to County citizens.
* Work with Commissioners, Emergency Management Agency, Law Enforcement and other county staff to oversee response during disaster or emergency situations and ensures that applicable health and safety procedures are followed by the County’s Public Health Emergency Preparedness plans and procedures.
* Perform other duties as assigned including managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc. This includes acting as the County’s Emergency Public Information Officer and County Wellness Coordinator.

**Non-Essential Functions:**

* Attend regional public health meetings and conferences, meet with regional partners, and negotiate agreements to maximize services available to County citizens.
* Provide on-site services in the jail health program including health care and education on subjects including disease prevention, hygiene, and life issues to prisoners in the County jail.
* Perform other duties as assigned including managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

* The employee is constantly required to use their hands to handle or feel objects and the keyboard.
* Frequently required to sit, talk, write, listen, and read.
* The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
* Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.
* The employee is infrequently required to lift and/or move up to 25 pounds.
* The noise level of the office is usually moderate.
* May involve occasional travel by auto to attend meetings with community partners.
* If the employee is assigned to the Sheriff’s Department, exposure to criminals and danger is possible.

**Supervision Exercised:** *List jobs reporting to the subject position and level of supervisory authority.*

The primary function of this job is in a supervisory capacity; and the incumbent will be required to exercise supervision over support staff, contract employees, etc.

**Knowledge, Skills, Abilities:**

* Knowledge of the core functions and essential services of public health.
* Proficiency in human relations, problem-solving, conflict resolution, negotiation, decision making, critical and analytical thinking skills.
* Proficiency in distinguishing key community stakeholders and engaging them through team building, group facilitation, leadership, and partnership development.
* Knowledge in basic methods of epidemiology, disease prevention, environmental health, health promotion, behavioral change, group process, community/organizational development and methods of instruction; public information, mass media methods and marketing principles; data analysis and research methods.
* Proficiency in the identification of population health status and determinants of health and in the use of methods and instruments for collecting valid qualitative and quantitative data.
* Skills in interpretation of qualitative and quantitative data, making accurate community-specific inferences based on this interpretation, and using data to address scientific, political, ethical and social public health issues.
* Knowledge of ethical principles in collection, maintenance, use and dissemination of data and information.
* Knowledge of quality improvement principles and application of public health standards.
* Knowledge of program planning, implementation and evaluation.
* Proficiency in applying public health principles; applying knowledge of public health interventions, laws, regulations, policy processes and implementing best practices.
* Excellent oral and written communication skills.
* Effectively communicates a broad amount of information to a wide variety of audiences.

**Education and Experience:**

* Bachelor’s Degree in Nutrition, Program Planning, or government administration with Public Health experience or equivalent experience required.
* Must meet the requirements of a Competent Professional Authority (CPA) in WIC to assess and document nutrition risks, prescribe and issue food packages, and develop care plans to meet the participant's needs and stated goals.
* At least one of the following credentials:
* Must be a State of Montana Registered Dietitian (RD) or a Registered Dietitian Nutritionist.
* Nutritionist with a bachelor’s or master’s degree from any college or university that is accredited/approved by the Accreditation Council of Education in Nutrition and Dietetics (ACEND).
* Dietetic Technician, Registered (DTR)
* Current CPR Certification recommended
* Two years of experience in Public Health and one-year supervisory experience are preferred

**Health and Safety Responsibility**:

The safety and health responsibilities described herein are representative of those an employee will be responsible/accountable for while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Carry out work in a manner so as not to create a health and safety hazard to yourself or others; suggest ways to eliminating hazards.
* Assist in the reduction and controlling of accidents and illness producing conditions in work area by routinely conducting a visual inspection of the work area to identify unsafe work conditions and report time immediately to department supervisor.
* Advise co-workers when he/ she is participating in an unsafe work practice. Report any unsafe work practices immediately to supervisor.
* Report any incidents, near misses, injuries, or illnesses to immediate supervisor.
* Develop a personal concern for health and safety -- for yourself and for others, particularly New employee.
* Read, understand, and comply with workplace health and safety policy, safe work practices and procedures.
* Co-operate with health and safety committee members and representatives.
* Should an injury occur during the course of the workday, report to your Supervisor and complete a written Report of the First Injury by the end of the work shift on the day the injury occurs. Failure to complete and submit Report of First Injury during a work shift may result in progressive discipline being initiated.

**Sanders County is an Equal Opportunity Employer**