District Health Department No. 4

Internal and External Posting

October 30, 2019 until filled. First review: November 22, 2019

Job Classification: Personal Health Nursing Director

Grade: Management Salaried Exempt and Non-Union

Base Site: Alpena or Cheboygan – To be Determined

Salary Range: 2019 $59,499 - $68,893

2020 $60,094 - $69,582

General Summary:

Under the direction of the Administrative Health Officer, this individual is responsible for the administration and management of the day-to-day operations of the community and clinical public health programs of the health department. The employee must exercise a high level of independent judgment and work cooperatively with the Medical Director, Leadership team and staff. This is an executive leadership position that directs, supervises, trains, monitors budgets, writes grants, audits and provides leadership to professional staff ensuring continuity of quality public health service delivery. This position is FLSA exempt status, and requires the ability to work irregular hours, along with access 24/7 in regards to emergency preparedness activities and response. This position requires travel.

The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job posting. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Essential Functions:

- Day to day clinical operations: scheduling, engaging staff in proactive problems solving and triage of staff needs for program operations, and follows up timely on program complaints or concerns. Communicates urgent matters timely to the Deputy Health Officer and/or Health Officer.
- Establishes program priorities along with the Medical Director and Health Officer and ensures procedures and practices comply with Public Act 368 of 1978 (Public Health Code).
- Ensures successful program accreditation adherence and passing status.
- Directs and manages fidelity to fiscal program budgets.
- Represents the Department at community meetings, Board meetings, and networking alliances.
- Mentors staff. Creates a culture of learning. Implements Continuous Quality Improvement and Performance Management indicators.
- Addresses and facilitates Risk Management reports, Human Resources issues and Union concerns abiding by agency policies and procedures and the Collective Bargaining Agreement.
- Responds to public health emergencies, exercises and trainings. Completion of all Incident Command/NIMS requirements.
The list is not inclusive of the total scope of the job functions to be performed.

**Education/Experience/Training:**

- Minimum Requirements: Bachelor’s degree in Nursing. Registered Nurse in Michigan. Strong knowledge of principles and practices related to executive management and public health operations. Prefer Master’s degree in Public Health or Nursing. Prefer one-year experience as charge nurse or supervising staff.

**Other Requirements:**

- Own means of transportation.
- Initial and annual OSHA Blood Borne Pathogen Standard is required.
- Current Health Care Provider CPR.

District Health Department No. 4 is an Equal Opportunity Employer.