

BACA COUNTY PUBLIC HEALTH DIRECTOR

Job Description

General Knowledge and Skills

Assesses public health needs by planning, organizing, directing, and reviewing the County health services in response to local needs. Develops and implements Board of Health policies for the operation of the department and the protection of the public. Advocates and partners with others in the community while providing highly technical and responsible assistance to the staff. Knowledgeable of ethical guidelines applicable to the position and outlined by professional standards of care. Able to maintain a variety of routine files, records and have computer skills, communicate effectively orally and in writing and trouble shoot as needed.

Supervision

- Reports directly to the Board of Health/Board of County Commissioners
- Exercises direct supervision over all other public health employees

Specific Duties

- Develop and implement goals, objectives, policies, and priorities for public health services.
- Plan, direct, supervise, and coordinate a wide variety of health programs and services including environmental and community health services, disease surveillance and control, emergency preparedness and response, vital statistics, public information, and health education and promotion.
- Manage administrative procedures consistent with state and local laws, rules, and regulations for operation of the department.
- On behalf of the Board of Health, accept, use, disburse, and administer all federal and state funds or other property, services, or moneys allotted to the department; establish fees for personal health services rendered by the local public health department.
- Provide the Board of Health, Board of County Commissioners, and others reports on activities, progress, and problems of the Health Department and recommend such changes in the laws as are deemed necessary.
- Develop and implement health programs; manage the investigations and inspections into matters affecting public health; and control of epidemics as well as infectious, communicable, and other diseases and conditions affecting public health.

- Direct and review all public information efforts for the department including the preparation of media materials, press releases, and presentations to health organizations or the general public; respond to the most difficult public relations situations and requests for information with private citizens.
- Prepare for and act in emergency or disaster situations to address public health issues; participate in day and evening meetings with medical and other health professional groups and individuals; prepare and present reports, statements, and speeches.
- Review current medical literature, public health alerts, reviews, recommendations, and advisories to determine if changes in current practices need to be made; direct public information regarding important health issues.
- Attend seminars, conferences, workshops, classes, on-line training, etc., as appropriate to enhance and maintain knowledge of trends and developments in field; review professional journals, attend association and professional meetings; and otherwise maintain contacts with professionals to facilitate exchange of information in order to remain current as a technical and medical consultant to staff and public.
- Consult with community health care providers on outbreak situations and with individual patients who have communicable disease issues; issue medical alerts to health professionals and the public as needed.
- Monitor employee vacation time, sick leave, compensation time, personal time
- Prepare budget in fall to be approved by County Commissioners
- Review and approve expenditures
- Coordinate public health activities with other County departments and divisions, and with other state and local agencies
- Perform other duties as appropriate or necessary for performance of the job.

Qualifications

- Current Colorado Registered Nurse License in good standing without restrictions
- Master of Science in Nursing preferred or Bachelor of Science in Nursing with 5 years Supervisory experience, preferably in public health.
- Current certification in Basic Cardiac Life Support
- Experience working with children, school, or community/public health nursing preferred
- Possession of a valid driver's license issued by the State of Colorado.