

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Public Health Manager/
Local Health Officer

Department: Health and Human Services

Reports to: Director

Grade: 30 & N

Date: February 1, 2023

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to plan, develop, administer, supervise, and evaluate the activities of Public Health in Richland County in accordance with federal and state laws in conjunction with county policy; and to serve as the County's Health Officer as required in Wisconsin Statutes 251.06.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plan, develop, administer, and monitor unit programming. Responsible for overall unit management.
- Develop budget. Prepare necessary budget reports, track expenditures and revenues, pay bills, and assure necessary budget reconciliation.
- Act as liaison with State on budget, fiscal, and contract matters.
- Develop contracts, write grants, assure compliance with contract and grant requirements.
- Develop and implement policies and procedures for public health.
- Day-to-day implementation of unit programs and plans.
- Participate in Health and Human Services Department recruiting, interviewing and hiring, and training process. Evaluates employee performance and recommends to the Director of Health and Human Services appropriate promotional, corrective or discharge actions.
- Coordinate staff development and provide new employee orientation and in-service as needed.
- Attend and participate in Agency, County and State meetings as required.
- Approve and authorize staff training requests and mandates. Facilitate staff meetings.
- Recommend program implementation to the Health & Human Services Director and Board.
- Implement and facilitate process to complete periodic needs assessment, including facilitation of public forum to obtain public input regarding programming.
- Prepare County, State, and Federal fiscal and program reports.
- Develop and maintain positive relationships with the general public, community and other service organizations and clubs, and individuals through public presentations, news articles, and radio spots.
- Maintain confidentiality in client and personnel records.
- Act as County Health Officer.
- Assure follow-up on communicable disease.

- Assure compliance with performance based public health consolidated contract requirements.
- Maintain compliance with federal and state requirements including nursing regulations and Medicare, Medicaid, and license requirements.
- Perform public health nursing duties as required.
- Assure public health programming is focused toward provision of services in the health priority areas identified in the State Public Health Plan.
- Prepare for and participate in State Review.
- Provides nursing care in accordance with the Nurse Practice Act.
- Follows Universal Precautions and all other OSHA required Programs and Procedures.
- Represents Richland County Health and Human Services to the community at large through professional interaction, clinical consultation, public speaking, media presentations, and participation in community advisory groups as requested.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor of Science in Nursing and current license to practice as a registered nurse in the State of Wisconsin.
- At least three years of experience in a full time position with a public health agency, including responsibility for a communicable disease prevention and control program, preferably in a supervisory or other administrative position.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to manage and direct a group of workers. Ability to counsel and mediate. Ability to persuade, convince and train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to decide the time, place and sequence of operation with a system of organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to utilize consulting data information such as program policy and procedure manuals, computer manuals and client records.
- Ability to communicate effectively with clients of all ages, department professional and clerical staff, physicians, State Department of Health & Family Services' representatives, schools, hospitals, attorneys, County Board Supervisors, vendor representatives, social workers, the general public and news media both in writing and in person.

Mathematical Ability

- Ability to calculate percentages, fractions and decimals; ability to calculate volume, ratios, present values, spatial relationships; and ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning

- Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing and controlling.
- Ability to use situational reasoning ability by exercising judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory or judgmental criteria.
- Ability to recommend transfer/promotion, correction/discipline, discharge of employee.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements involved in performing medical screening procedures.
- Ability to use equipment requiring simple but continuous adjustments including stethoscope, audiometer, hemoglobin photometer, infant scale and other medical diagnostic equipment. Ability to handle, move and guide materials using simple tools.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials and ingredients.
- Ability to operate motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date