

## JOB ANNOUNCEMENT

**POSITION: BUREAU DIRECTOR - Home Visitation**

Posting# 1056-1215md

### REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING SALARY: Step 52; \$2,428 bi-weekly** - \$30.35 per hour *plus benefits package*  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** November 20, 2015

**CLOSING DATE:** December 8, 2015

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at -** <http://www.utahcounty.gov/jobs>

### JOB SUMMARY:

Under the general direction of the Division Director-Family and Personal Health Services, supervises assigned health programs and services in Utah County. Professional duties include training, assigning, directing, and monitoring the work of others. The Bureau Director is an expert resource in the field or department over which he or she presides.

### DUTIES INCLUDE:

**Schedules**, coordinates, assigns, and evaluates the work of assigned staff.

**Plans** and implements training programs for employee education and development.

**Maintains** current knowledge of regulatory guidelines, policies, and procedures.

**Ensures** that public and staff comply with federal, state, and local regulations.

**Recommends** budget for the program and prepares annual report.

**Attends** meeting of the nursing supervisors to assist in planning, evaluating, maintaining, and improving current programs.

**Supervises** and organizes the operation of the prenatal program Baby Your Baby (BYB), High Risk Families, Home Visitation 0-5 programs, and other related programs as determined by the division director.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Knowledge of:** Health procedures and standards in assigned program; Emergency health procedures; Nursing practices and procedures and Current health issues.

**Skills in:** Interpersonal communication to promote cooperation and compliance without enforcement actions; Written and verbal communication and Disease diagnosis, investigation, and control.

**Ability to:** Determine what enforcement actions are needed and when; Effectively direct the work of others and to establish and maintain effective working relationships with employees, other agencies, and the public; Deal appropriately with clients and employees in stressful or other undesirable situations and Share technical nursing expertise and knowledge.

**REQUIREMENTS FOR EMPLOYMENT:** *Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. Selected applicants are subject to, and must pass, a full background check.*

Bachelors degree from an accredited school of nursing and four (4) years of nursing experience of which three (3) years are in a public health setting. Equivalent combinations of education and experience may also be considered. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

### LICENSURE/CERTIFICATIONS:

Applicants must possess current valid State of Utah Registered Nurse (RN) licensure. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.