

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DIVISION DIRECTOR - FAMILY AND PERSONAL HEALTH SERVICES
CLASS CODE: 1055

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 1/30/2012 (REVISED 4/18/2006 VERSION)
DEPARTMENT: HEALTH

JOB SUMMARY

Under general guidance and direction of the Executive Director, performs administrative and professional duties in managing the Division of Family and Personal Health Services. Supervises and trains employees, insures compliance with government guidelines, and coordinates programs and contracts.

ESSENTIAL FUNCTIONS

Supervises all division activities and personnel.

Oversees training and orientation of new employees.

Makes staffing decisions for assigned personnel including hiring, training, performance evaluation, scheduling of work load, and retention.

Coordinates activities with related state, federal, and local agencies.

Serves on various committees as assigned within the local health department, in the community, and on the state level.

Works as liaison between the County Health Department, local and regional hospitals, the state health department, and other medical personnel.

Receives employee input in developing policies and implements division policies consistently.

Prepares division budget, approves purchase requests, and monitors expenditures.

Plans, implements, and updates programs for employee education and development.

Prepares, schedules and directs staff and nurse meetings; sets performance direction and goals.

Participates in meetings with Executive Director and other Division Directors.

Supervises the operation of a number of division programs including: Clinic Services (TB, STD, HIV, Immunizations, Epidemiology, Family Planning, Well Child), School Nursing, Family Health Services (CHEC, BYB, Home Visitation 0 - 5, CSHCN, High Risk Families, Cancer Screening, SIDS).

Establishes program standards and guidelines.

Audits a portion of client services to ensure the maintenance of excellent division services and records.

Ensures contracts are completed with attention to service, integrity, and time constraints.

Collects and maintains information and records, prepares reports, and verifies compliance with appropriate regulations.

Maintains updated information on current public health issues by attending workshops and conferences, and educates staff and the public about many areas of public health.

Reads professional magazines, publications, and books to update professional knowledge.

Promotes and advertises programs.

Responds to public health emergencies as required by the department or division administration.

Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the nursing process including diagnosis, planning, treating, and evaluation; Knowledge of community health nursing and emergency resuscitation procedures; Skill in communicable disease recognition and control; Skill in written and verbal communications to clients, staff, and other administrators; Ability to establish and maintain cooperative relationships with those contacted in the course of work activities; Skills in negotiation, management, and leadership; Knowledge of financial techniques to develop and implement a division budget; Ability to deal effectively with clients in stressful situations while maintaining professional standards; Ability to objectively evaluate employees and make hiring and termination decisions; and Ability to share knowledge and expertise with groups.

PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 35 pounds; Use tools or equipment requiring a high degree of dexterity; Regularly drive a motor vehicle; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room; Work exposes incumbent to contagious or infectious diseases; Work may require use of protective devices such as masks, and gloves; Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions; and Work exposes incumbent to possible bodily injury from frequent travel and from interactions with clients who have problems with drug/domestic abuse and from a potentially unsafe and threatening environment.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS

Master's degree from an accredited school of nursing and seven (7) years of nursing experience of which four (4) years are in an administrative or supervisory capacity. Equivalent combinations of education and experience may also be considered.

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.

LICENSING AND CERTIFICATION

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.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.