



POSITION DESCRIPTION

1850

Position Title:	CHS Administrator/Public Health Supervisor	Department:	Community Services
Pay Grade:	17	FLSA:	Exempt
Date:	July 2020	Reports To:	Community Services Director

PURPOSE OF JOB:

The CHS Administrator/Public Health Supervisor leads the public health unit and serves as the Community Health Service Administrator for Nobles County as outlined in Minnesota State Statute and Rule.

SCOPE OF JOB:

The CHS Administrator/Public Health Supervisor develops, implements, and directs public health unit programs and is responsible for overall personnel management for the public health unit of Nobles County Community Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Work is performed in accordance with applicable federal, state, and local laws and the accepted standards and practices of public administration and current service delivery standards providing public health services.

The CHS Administrator/Public Health Supervisor supervises and evaluates assigned staff.

- Assists on matters of hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment and reward;
- Assists with employee concerns; gives work assignments and may counsel/discipline employees, under the direction of the Community Services Director;
- Ensures on-going employee training and development; ensures that employees obtain/renew appropriate certifications; ensures self and staff is obtaining appropriate continuing education;
- Supervises activities of workers in the public health unit; trains staff in proper methods and procedures; informs on new policies; reviews work to ensure consistency and consults with staff on case work;
- Prepares and approves evaluations of assigned employees as scheduled.

Carries out specific duties associated with the position.

- Regularly monitors, analyzes and reports on the status of community health within the County.
- Prepares annual report on the county resident's use of public health services and related health services for the Minnesota Department of Health (MDH) and the Nobles County Board of Commissioners;
- Oversees and participates in the interpretation and gathering of statistical data on morbidity and mortality. Oversees and participates in the identification, collection, analyzing, and presentation of appropriate statistical measurements which illustrate the county's public health status and gaps in services
- Reports to the Nobles County Board of Commissioners the effect of state and local government policies and actions on the health care delivery system within the county. Interacts with legislators, legislative committees, and special interest groups
- Provides direction to the planning, program design, and operation of the public health unit
- Annually reviews the program organization and staffing assignments and reports to the county health and human service advisory committee and the Nobles County Board of Commissioners;

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- Develops, maintains, and reviews agency policies and procedures
- Establishes and maintains standards of nursing and environmental health practice and procedures in determining agency public health priorities
- Oversees the collection and compiling of statistics and summaries describing the ongoing performance of the programs
- Oversees one or more needs assessment activities annually to identify the level of need for public health activities and programs through input from staff, citizens, providers, advisory members, and the Nobles County Board of Commissioners;
- Receives, reviews and/or prepares various reports, documents and forms, including but not limited to: budgets, grant applications, work plans, annual reports, planning documents, and other various public health related program reports.
- Monitors records to correct and complete documentation and assures adherence to client bill of rights, data privacy, record protection, HIPAA regulations and retention policies
- Supervision will focus on goal setting, time management, personal growth and assigned project and program coordination as appropriate.
- Plans and develops the public health budget with the Community Service Director; monitors the health unit budget to ensure expenditures do not exceed budgeted amounts and available revenues are captured.
- Assists/Prepares and administers the annual budget in accordance with the legal and timing requirements of MDH and the Nobles County Board of Commissioners;
- Assists NCCS fiscal staff to study, and be accountable for, the financial well-being of the unit, including accounts payable, accounts receivable, accurate accounting records, and quality financial procedures to reduce error, increase accountability, and respond to changing financial circumstances
- Approve quarterly financial reports for MDH, DHS, and other state and federal programs as appropriate.
- Approve and code public health unit expenditures and revenues

Serves as a communication representative for the Public Health Unit:

- Explains Public Health programs to other agencies and to the public and provides/arranges public education programs; promotes inter/intra-agency relations by representing the agency on boards and committees; participates in regional and statewide supervisor's organization; collaborates with other service units and providers to maximize cooperation, efficiency and reduce duplications; participates on agency management team;
- Plans and initiates public relations activities for the unit and agency; establishes and maintains working relationships with local health and social service providers, volunteer organizations, etc.; works to improve agency operations through systems and personnel development; initiates and demonstrates team management methods;
- Consults with representatives of Minnesota Department of Health, Department of Human Services, community leaders and others as needed to gather or report information and advocate for client and community needs;
- Acts as a designated agent between the Minnesota Department of Health and County Board;
- Attends Board and advisory committee meetings as necessary to communicate public health information;
- Serves as the Public Health Official assuring that public health nuisances, disease outbreaks, and public health emergencies are dealt with in accordance with state and local laws
- Works with other local government bodies and other community groups on matters related to environmental health, infection control and emergency response

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

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ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

This job requires a Baccalaureate or higher degree in nursing, administration, public health, community health, environmental health and two years of documented public health experience in an administrative or supervisory capacity, or be registered as an environmental health specialist or sanitarian in the state of Minnesota and have two years of documented public health experience in an administrative or supervisory capacity. A Master's Degree or higher in nursing, administration, public health, community health, environmental health and one year of documented public health experience in an administrative or supervisory capacity or a Baccalaureate or higher degree and four years of documented public health experience in an administrative or supervisory capacity may also qualify. Preference will be given to Registered Nurse candidates with eligibility for PHN Certification. This job requires the ability to possess or achieve the requirements of Community Health Service Administrator as outlined in Minnesota State Statute and Rule. The job requires a driver's license to work at a variety of locations and attend local and regional meetings and appointments.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Thorough knowledge of the principles of public health policy and practice
- Considerable knowledge of public health administration, including finance; budget management, personnel; con-tracts; local, state and federal rules, requirements and best practice
- Considerable knowledge of the organization of public health programs
- Considerable knowledge of the current trends in the public health care service delivery
- Considerable knowledge of available public and private community health and social services resources and their functions
- Ability to organize an effective public health nursing program
- Ability to apply principles of the public health to communities, families, and individuals
- Knowledge and experience using Microsoft Office Suite and other county software;
- Effective supervisory and leadership capabilities;
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; interpret graphs; and interpret same, as may be appropriate;
- Ability to resolve problems, make decisions and take independent and collaborative action; considerable judgment and creativity is required;
- Ability to efficiently utilize time and resources available to complete tasks and meet tight deadlines; ability to multitask between diverse duties;
- Ability to manage workload assignments of direct staff and cooperate with third party partners to meet goals;
- Aptitude to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Skill to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech;
- Excellent interpersonal communication skills; ability to communicate effectively both orally and in writing in difficult situations with providers, customers, elected/public officials, and advisory groups; demonstrate tact, courtesy, negotiation and a positive approach in communication with other departments, associations, public officials, agencies, and the public;
- Ability to communicate with people to convey or exchange professional information, identify issues, negotiate and settle differences; ability to handle unpredictable situations in public dealings in a manner which represents Nobles County and the Community Services department in a positive fashion.

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PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Physical demand requirements are at levels of those for sedentary or office environment work.

The CHS Administrator/Public Health Supervisor must be physically able to operate a variety of automated office machines and maintenance equipment including, but not limited to phone, computer, printer/copier/scanner, calculator, audio/visual equipment, facsimile machine, and paper shredder. She/he must be able to move or carry job-related objects or materials and be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc. There is intermittent exposure to driving in inclement weather.

Signature

Supervisor's Signature

Date

Date

Nobles 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 encourages prospective employees and incumbents to discuss potential accommodations with the employer.