

Director of Community Health Services

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs specialized work in coordinating and directing wellness and preventive public health programs and their operations. This position works with community, professional and public agencies to coordinate services within the scope of the incumbent's responsibility. The work is performed under the general direction of the Public Health Director. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Directs the operation and manages the wellness and preventive health programs; including communication disease control, rabies control, maternal and child health program and various grant-funded programs;
- Directs the operation of diagnostic and treatment clinics and services (NYSCRR Article 28), including lead poisoning prevention and immunization;
- Establishes and maintains effective working relationships with community, professional and public agencies to coordinate the provision of services in areas of responsibility;
- Establishes operating procedures and develops forms and information collection systems for programs in areas of responsibility;
- Ensures programs are operating in accordance with Federal, State and other health service providers;
- Interprets agency services to the general public and other health service providers;
- Prepares and supervises the preparation of a variety of records and statistical reports on programs in areas of responsibility;
- Develops and recommends personnel and policy changes to Deputy and Director;
- Participates in Emergency Preparedness and Response as trained and assigned;
- Contributes to Board of Health Meetings;
- Coordinates Diagnostic and Treatment Center Quality Assurance Program;
- Develops agreements and contracts where applicable to provide agency services or to secure services needed by the agency;
- Prepares and manages program budgets with assistance of the Fiscal Director, Deputy Directors and Public Health Director;
- Develops procedures for systematic evaluation of programs including quality improvement program for clinical services;
- Monitors budgetary expenditures and revenue for programs within areas of responsibility;
- Prepares descriptions for each category of employed or contracted position to clearly outline and identify the scope of practice, responsibility and accountability of the individual accepting the position;
- Plans orientation of new personnel and provides appropriate in-service education specifics to meeting agency responsibilities;
- Interviews potential personnel and recommends to Public Health Director for hiring;
- Assists in preparation of contracts for the provision of service from outside vendors;
- Performs other duties as assigned or directed.

Director of Community Health Services continued page 2**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles and practices and terminology of public health administration;
- Good knowledge of principles and practices involved in community health care programs;
- Good knowledge of modern fiscal and budgetary procedures;
- Good knowledge of state and federal regulations affecting community health care;
- Good knowledge of health economics;
- Working knowledge of current nursing practices and administration;
- Working knowledge of community agencies and services which can be utilized in support of special health programs;
- Ability to plan and supervise the work of others;
- Ability to communicate effectively both orally and in writing;
- Ability to establish and maintain effective working relationships with others;
- Ability to prepare and maintain records and reports;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Public Health, Nursing, Health Care Administration, Health Services Administration or related field plus two (2) years community health care administrative or management experience in a federal, state or local agency or in a diagnostic and treatment center or clinic which shall have been in a supervisory capacity;

OR

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Public Health, Nursing, Health Care Administration, Health Services Administration or related field plus three (3) years community health care administrative or management experience in a federal, state or local agency or in a diagnostic treatment center or clinic which shall have been in a supervisory capacity.

SPECIAL REQUIREMENTS:

Certain assignments made to employees in this class will be required reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle operator's license.

12/16/2013

5/22/2014

CLASS: COMPETITIVE