

## DOLORES COUNTY PUBLIC HEALTH POSITION DESCRIPTION

**POSITION TITLE:** PUBLIC HEALTH NURSE DIRECTOR

**FLSA STATUS:** EXEMPT

### GENERAL STATEMENT OF DUTIES

To deliver quality public health services to the residents of Dolores County. Plans, administers, supervises, and evaluates public health programs and activities of the Dolores County Public Health office. The Director of Public Health duties requires performing skilled, professional work planning, administering and performing a variety of Public Health skilled nursing services in accordance with Core Public Health functions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees the management and administration of the Public Health Office
2. Negotiates and administers all contracts for the public health service
3. Assists in the development of long term goals, policies, and procedures to enhance the operation of the office to ensure compliance with local, state, and federal laws.
4. Schedules all work activities of all operations within the office to ensure timetables are met for specific activities.
5. Interprets departmental policies and programs to staff, administrative bodies, and the community.
6. Prepares the annual budget for the office and works with the office bookkeeper, county's financial officer and human resource officer in monitoring expenditures to ensure proper and efficient management of funds.
7. Provides professional leadership to and participates in community health activities such as, Montelores Early Childhood Council. Boards can be subject to change based on community needs and individual interests. Presently: MECC, Safe Care, Tobacco, ABCD-Child screening team, Nurse Family Partnership, Regional Immunization Team, Air quality, Western Colorado PH Directors Group, Adult Protection, Incentive Program, and Evaluation Team.
8. Identifies community health needs, develops plans, and sets priorities, and coordinates departmental and community activities to effectively address these needs.
9. Collects morbidity and mortality data with plans for reducing morbidity through health promotion and community education activities.
10. **Monitor** health status to identify community health problems. **Diagnose and investigate** health problems and health hazards in the community. **Inform, educate, and empower** people about health issues. **Mobilize** community partnerships to identify and solve health problems. **Develop policies and plans** that support individual and community health efforts. **Enforce** laws and regulations that protect health and ensure safety. **Link** people to needed personal health services and assure the provision of health care when otherwise unavailable. **Assure** a competent public health and personal healthcare workforce. **Evaluate** effectiveness, accessibility, and quality of personal and population-based health services. **Research** for new insights and innovative solutions to health problems.

11. Report to the Board of Health for Dolores County at least quarterly.
12. Oversees, manages, and delivers all programs for Dolores County Public Health and ensure that all contract deliverables, reports and obligations are met in a timely manner.
13. Ensure all children are entered into the **CIIS** reporting program after vaccination. Update inventory of all vaccines and weekly ensure they are within the expiration date. Send reports to the state health department as required. Order vaccines as needed. Monitor temperature of freezer and refrigerator at least twice daily.

- **WIC**

Oversee program, adhere to contract deliverables, ensure WIC educator continues education, deliver High risk and breastfeeding counseling, develop yearly education participant plan. Oversee budget and expenditures. Ensures the yearly Education Plan is on track and develop a new plan yearly.

- **Immunizations**

Oversee program, adhere to contract deliverables and manage vaccine storage and inventory. Develop policy and procedures for appropriate vaccine storage and handling. Ensure the public is adequately vaccinated. Educate the public about the importance of Immunizations. Collaborate with community providers to work towards formulating policies designed to solve local immunization access. Ensure the LPHA follows the Standards for Child and Adolescent Immunization Practices. Daily temperature monitoring and weekly vaccine audits.

- **Child Fatality**

- **Grant writing**

- **Tobacco Education and policy grant available**

- **HCP or children with special health care needs**

Oversee and deliver the program according to the contract. Provide HCP Care Coordination services for children with special health care needs as a part of a “medical home team approach” including the child’s primary care provider, PCP, specialists, school nurse, teachers, community providers and other who the family indicates as members of their medical home team. Participate in community collaboration and community partners to identify services and barriers for access to services.

- **Emergency Preparedness**

Oversees and delivers the program according to the contract which is rewritten each year. Ensure the budget and expenditures are maintained, and bill monthly for invoices according to the contract. Document in PRS as the contract deliverable requires. Ensure all staff is compliant with trainings required under the contract deliverables. Work with and through State, Regional, and Local partnerships to achieve emergency preparedness activities.

- **Public Health Nurse**

Ensure the county public health agency shall participate in assessment and planning efforts at the state, regional and local level facilitate by the Office of Planning and Partnerships. Perform a community health assessment at least once every five years and submit a written report to the State's Office of Local Liaison upon completion. The report shall include and analysis of the available community health data, a list of the primary local public health issues identified. Ensure that you submit an "Annual Community Health Plan", to outline goals and objectives for the calendar year.

- **Communicable Diseases**

Monitor for and identify and investigate any communicable disease outbreak. Monitor CEDRS daily to identify any communicable diseases in the county. Educate the general public about communicable diseases.

**Preschool and Day Care**

Teach and monitor the day cares in Dove Creek a monthly education topic. Teach the medication administration classes and ensure the medications are safely given and that children with special health needs are being monitored and taken care of adequately. This is not a PH duty and I may be discontinuing this service soon as it falls more in line with schools.

- **Vital Records**

Administer the program as the Registrar. Monitor and assess new policies and procedures are being followed.

- **Insurance billing**

After immunization ensure that the office will bill for appropriate vaccinations. Presently we bill for Medicaid, RMHP, Cigna, Medicare and CHP+

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of best practices

Knowledge of regulations, policies and procedures.

Ability to understand, apply state laws, regulations

Ability to effectively use a variety of computer software.

Adhere to Public Health policies and procedures.

Ability to exercise considerable tact and firmness in dealing with customers and the general public.

Ability to work as a team member.

Ability to complete tasks within established deadlines.

Ability to effectively process and maintain files and prepare reports.

**PHYSICAL ELEMENTS OF THE WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit and talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel.

The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and /or move up to 50 pounds.

**MINIMUM EDUCATION / EXPERIENCE REQUIRED:**

Master's degree with major coursework in Public Health, Public Administration, Environmental Health, Community Health, Preventive Medicine or related field is preferred. Will also consider four to ten years related experience and/or training; or equivalent combination of education and experiences. Must have degree in Nursing, BSN preferred, however, we are accepting all applications. Qualifications listed

<https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=6459&fileName=6%20CCR%201014-6>

**LICENSE OR CERTIFICATION REQUIRED:**

Current Colorado Registered Nursing License

ICS/NIMS Certification as required by the Emergency Preparedness Grants

Current Colorado Driver's License

Current CPR Certification

WIC: Certificate/License/Registration: Level I and II certification completed for the Colorado

WIC Program within 60 days of employment, Level III within 6 months of employment.

Certifications and education required for all other programs, Immunization, Vital Records etc.

**HOURS: 35** hours per week. The time of day, and days of the week may vary, depending on tasks to be accomplished.

**RATE of PAY:** Salary range \$50,000 to \$65,000 with benefits including health, dental and vision insurance. Retirement after one year of service, PTO available upon hiring plus Federal Holidays, semi-monthly pay periods.

Send resumes to:

Mary Randolph Director

PO Box 368

Dove Creek, CO 81324 970-677-2387

[mrandolph@fone.net](mailto:mrandolph@fone.net)

