

# FOREST COUNTY HEALTH DEPARTMENT

## Position Description

Position Title: Director/Health Officer

Reports to: Health Committee

FLSA Status: Exempt

County Status: Regular Full Time Employee (40 Hour Work Week)

Pay Grade/Pay Structure: \$64,800-\$72,000 - annually

### **I. Position Summary**

Direct and supervises Health Department staff and to plan, direct, manage and administer a broad range of public health programs for the Forest County Health Department. Enforce state public health statutes and local public health ordinances. Performs other duties as required.

### **II. Essential Functions and Primary Duties**

- Directs and supervises the Health Department operations and staff in the provision of public health programs and determines future needs for the department. Develops policies, procedures, objectives and identifies available resources.
- Supervises department personnel, recruits, interviews and selects new employees; provides orientation and training; plans, coordinates, assigns and reviews work; approves leave; evaluates performance. Assures a competent public health workforce by assisting with and participating in training, advising and orientating Public Health staff and other community professionals.
- Assures all grants are implemented according to state and federal regulations.
- Develops, prepares, manages, and reviews the budgets; monitors and oversees budget activity; approves purchase requests, expenditures and payroll.
- Acts as liaison for Health Department with other departments, agencies, committees and individuals; responds to inquiries and provides information and referrals; advises public and community groups through presentations and media releases.
- Researches, plans, reviews and evaluates Health Department programs.
- Organizes and coordinates the county health needs assessment by reviewing the health status of the community in collaboration with community partners and DPH and assures implementation of the Health Plan.
- Represents the Health Department on collaborative efforts by serving on and/or leading committees, task forces, advisory committees, and/or partner agency boards.
- Develops and prepares the County Public Health Emergency Response Plans.
- Provides direct care as needed to clients or groups of people for the programs and services that are available in the Department.
- Provides surveillance, investigation, control and prevention of communicable diseases, other disease prevention, health promotion and human health hazard and nuisance control. Assumes leadership in the Public Health emergency.
- Informs and interprets health department activities to the Board of Health, the County Board, the public and reports to and provides and receives guidance from the Board of Health.
- Completes a department annual report.
- Available to report to work outside of regular hours in case of public health emergency.

### **III. Supervisory Responsibilities/Supervision**

Directly supervises employees in the Health Department. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems. Work is performed under the direction of the Board of Health.

### **IV. Physical Demands and Work Environment**

*The physical demands and work environment characteristics 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 regularly required to use hands to finger, handle, or feel; and talk or hear; reach with hands and arms; stand and walk. The employee is frequently required to sit, bend, and push and pull; and occasionally stoop, kneel, and crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally exert force in excess of 100 pounds and transfer patients with weights greater than 100 pounds. Frequently performs tasks, which require hand-eye coordination. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, and ability to adjust focus. Ability to wear gloves, masks and other protective equipment.

While performing the duties of this job, the employee is occasionally exposed to weather conditions; hazards of driving; unclean inside environmental conditions; and difficult interpersonal interaction with exposure to potentially violent patients. May be exposed to infections, contagious diseases and the risk of blood borne pathogens. The noise level in the work environment is usually quiet.

### **V. Minimum Qualifications**

**Education:** Must meet or exceed the qualifications of a Level II Health Department as set down in Wis. Stat. 251.06 sec. (1) (b).

“One of the following:

1. A bachelor's degree from a nursing program accredited by the national professional nursing education accrediting organization or from a nursing program accredited by the board of nursing, either of which shall include preparation in public health nursing.
2. A bachelor's degree in public health, environmental health, the physical or biological sciences or a similar field.

**Experience:** At least 3 years experience in a full time position with a public health agency, including responsibility for a communicable disease prevention and control program, preferably in a supervisory or other administrative position”

**Skills, Knowledge and Abilities:**

- Comprehensive knowledge and skills in current nursing theory and practice.
- Thorough knowledge of home care/hospice administrative policies and procedures.
- Comprehensive knowledge of local, regional and state resources.
- Ability to establish and maintain effective working relationship with patients, families, medical community, other agencies, staff and the general public.
- Ability to communicate effectively orally and in writing.
- Comprehensive knowledge of supervisory skills and management principles.

**Licenses and Certifications:** Must be a licensed driver, have access to an insured vehicle and successfully complete a police background check.

**Forest 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 both prospective employees and incumbents to discuss potential accommodations with the employer.**

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel on October 8, 2013  
Approved by Personnel on November 2, 2022

County Clerk: \_\_\_\_\_ Date: \_\_\_\_\_