

# **UMATILLA COUNTY** POSITION DESCRIPTION

Department:UCo HealthPosition Title:Public Health Program Manager



**Employee Name:** 

**Effective Date:** 

Job Series:ManagementUnion Covered:No

# Salary Range:30BOLI Exempt:Yes

# **GENERAL DESCRIPTION OF POSITION**

Plan, coordinate, supervise and evaluate the efforts to implement Public Health Modernization in Umatilla County. Provide overall program development; monitor specific program procedures and services; and perform administrative duties. Supervise employee and contract positions related to these programs. Conduct evaluations and support professional development for all staff in the programs.

# SUPERVISORY RELATIONSHIPS

Works under direct supervision of the UCo Health Director. Exercise supervision over Modernization Collaborative regional staff and related positions; outline goals and objectives; provide training and leadership; explain and interpret guidelines and procedures as required; effectively recommend on hiring and firing decisions; review and evaluate performance; and recommend appropriate personnel actions for assigned program personnel. Responsible for completing data collection and compiling reports for all state funded and grant funded resources for related programs.

# PRINCIPAL DUTIES OF POSITION

The employee in this classification must be able to perform the following essential functions:

- Promotes UCo Health throughout the designated community and represents the agency at events and meetings. (EE)
- Develops and maintains high quality relationships with community partners. (EE)
- Create, plan and implement department wide Public Health Modernization plan. (EE)
- Assess, plan and implement modernized programs in Umatilla County (EE)
- Provide technical assistance to employees to support successful programs (EE)
- Ensure that grant and state program objectives are met and maintained (EE)
- Evaluate effectiveness of programs and make recommendations for improvement to ensure effective and efficient services to Umatilla County citizens (EE)
- Ensure data collection and reporting for all state and grant funded programs are completed (EE)
- Monitor and review budget for each program (EE)
- Assemble and make recommendations for program budgets to the UCo Health Deputy Director and/or Director (EE).
- Ensuring communication and coordination with related UCo Health programs and external partners, stakeholders and funding partners. (EE)
- Participate in the coordination of UCo Health Department activities related to submission of accreditation materials. (EE)
- Actively participate as an accreditation team member (EE)

- Maintain knowledge of Quality improvement based on the Plan-Do-Check-Act (PDCA) model (EE)
- Actively serve on Quality Improvement teams and/or identify processes for improvement as assigned (EE)
- Establish and maintain collaborative and effective working relationships with staff members, other county employees, representatives of other agencies and organizations, and members of the community.
- Attend education and training modules that encourage professional development and enhance continual learning; assist in training and mentoring of co-workers; and maintain regular and consistent attendance.

# **OTHER DUTIES OF POSITION**

- Analyze services and health data and incorporate results into program planning and implementation (EE)
- Plan, organize and direct the work of professional, technical and support personnel (EE)
- Interview and recommend for hire; orient staff to agency policies and programs (EE)
- Provide for staff development through in-service educational programs; individual guidance; performance evaluation; and other staff development techniques (EE)
- Participate in determining priorities for service and allocate staff accordingly (EE)
- Represent the agency to community groups, other agencies and media (EE)
- Participate in occasional after hours or weekend events as needed to include health fairs, community clinics, and public health emergencies (EE)
- Maintain positive and respectful interpersonal relationships with staff (EE)

# **REQUIREMENTS FOR POSITION**

#### Minimum Requirements:

- Bachelors degree in public health, natural sciences, nursing or related fields from an accredited program
- 3+ years of experience with a community health agency
- Possess good leadership and supervisory skills
- Possess good verbal and written communication skills
- Possess a valid Oregon driver's license with a satisfactory driving record or ability to obtain within 30 days of employment.
- Obtain current certification in cardiopulmonary resuscitation (CPR) within 12 months of hire (offered through UCo Health).
- Must successfully pass a background check and drug screen.

#### Preferred Qualifications:

- Master's degree from an accredited program
- 2+ years of supervisory experience
- Bilingual in Spanish

#### PHYSICAL DEMANDS

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 job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

#### TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date