



- 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