

Columbiana County Health District
JOB DESCRIPTION

Health Services Administrator

Responsible to: Health Commissioner

Classification: Health Services Administrator

Classification Series: Director

Job summary: This is a professional public health nursing supervisor position. A master's degree, epidemiologists, registered nurse or similar qualified public health practitioner in this category performs the full range of managerial and program duties at the Columbiana County Health District sites. Under general direction, the position of Health Services Administrator consists of supervising staff, promoting community health through prevention, control, and detection of disease; providing education in the prevention and care of injury and wellness promotion, as well as performing related tasks and duties required in the scope of the nursing department including national public health accreditation.

Principle Duties:

1. Participate in and oversee all programs and grants within the Nursing Department ensuring all activities conform to the Medical Director's Standing orders.
2. Ensure Nursing Department compliance with all policies, protocols, and requirements related to vaccine administration, communicable disease investigations, clinic duties, and grant deliverables.
3. Partner with outside agencies to provide comprehensive public health and outreach services to targeted populations and/or schools.
4. Collaborate with education programs to provide public health clinical field experience for public health and nursing students.
5. Establish and implement health screenings, clinic services, and classes.
6. Participate in Public Emergency Preparedness planning, exercises and clinics.
7. Lead the agency's national accreditation activities
8. Represent the Columbiana County Health District in public meetings, committees, and trainings as assigned.
9. Provide communicable disease investigation and surveillance.
10. Maintain quality of care for patients
11. Perform other duties as assigned

Skills:

- Be able to effectively communicate, both in verbal and written forms
- Must be able to plan and carry out activities concerning public health nursing
- Be able to apply rules and regulations in public health
- Strong ability to work in charge of and with a team
- Computer software knowledge including Microsoft Office and other related programs

Minimum Requirements:

- Must be a graduate of an accredited school of nursing, masters of public health or similar applicable education/credentials/experience
- Current CPR certification or willingness to obtain certification
- Valid driver's license; reliable transportation with insurance coverage

The position will be evaluated annually and include the following Public Health Core Competencies:

ANALYTICAL AND ASSESSMENT SKILLS

1B3. Apply ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information

1B4. Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information

1B14. Make evidence-based decisions

POLICY DEVELOPMENT AND PROGRAM PLANNING SKILLS

2B4. Implement organizational strategic plan

2B5. Monitor current and projected trends representing the health of the community

2B11. Evaluate policies, programs, and services

COMMUNICATION SKILLS

3B2. Communicate in writing and orally with linguistic and cultural proficiency

3B5. Convey data and information to professionals and the public using a variety of approaches

CULTURAL COMPETENCY SKILLS

4B5. Ensure diversity of individuals and populations is addressed in policies, programs, and services

4B6. Assess the effects of policies, programs, and services on different populations in the community

COMMUNITY DIMENSION OF PRACTICE SKILLS

5B4 & 5B5. Establish and maintain relationships to improve the health of the community

5B6. Facilitate collaborations among partners

PUBLIC HEALTH SCIENCES SKILLS

6B7. Use evidence in developing, implementing, evaluating, and improving policies, programs, and services

6B8. Identify laws, regulations, policies, and procedures for ethical conduct of research

FINANCIAL PLANNING AND MANAGEMENT SKILLS

7B6 & 7B7. Develop and defend program budgets

7B10. Use financial analysis methods in making decisions about policies, programs, and services

7B12 & 7B13. Establish teams and motivate personnel for the purpose of achieving program and organizational goals

7B14. Use evaluation results to improve program and organizational goals

LEADERSHIP AND SYSTEMS THINKING SKILLS

8B4. Collaborate with individuals and organizations to develop a vision for a health community

8B6. Provide opportunities for professional development for individuals and teams

8B7. Ensure use of professional development opportunities by individuals and teams