

# Cascade County

## Job Vacancy Announcement

<b>Position:</b> Prevention Services Division Manager	<b>Closing Date:</b> Open Until Filled
<b>County Dept.:</b> City-County Health Department	<b>Dept. Admin.:</b> Trisha Gardner
<b>Type of Position:</b> Full-Time, Permanent	<b>Salary:</b> \$54,000.00 - \$57,000.00 DOE
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### POSITION DESCRIPTION

The Prevention Services Division Manager (PSDM) performs administrative, supervisory and technical duties in planning, coordinating and implementing the Prevention Services Division (PSD) chronic and communicable disease prevention and control programs and activities. PSD programs include, but are not limited to, immunizations, communicable disease surveillance, investigation and control, HIV prevention and case management, STD control, TB control, worksite health, breast and cervical health and daycare activities. The PSDM provides direction and training to supervised employees within the PSD and may perform inspections and field investigations, actively engages with the City County Health Department (CCHD) Leadership team to support a well-functioning agency as a whole, actively collaborates with DPHHS, and other federal, state and local agencies to carry out PSD programs in accordance with all regulatory requirements and performs other duties or projects as required or assigned to accomplish the objectives of the position for the CCHD.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Coordinates communicable disease surveillance, investigation, and control activities, coordinates chronic disease prevention / health promotion programs and activities, collects data, compiles accurate statistical information, prepares and submits accurate records and reports to the appropriate officials at the national, state and local level, supervises all staff assigned to the Prevention Services Division, providing training and corrective actions when necessary in compliance with the Cascade County policies, ensures program effectiveness by periodic review, evaluation, and planning, assures that written program procedures are in place and kept current for all chronic and communicable disease programs, monitors the quality assurance process as relates to chronic and communicable disease prevention programs, maintains positive communication and relationships with community agencies to promote coordination of services and professional inter-agency communication, contributes to a work environment that encourages positive staff morale and motivation, commitment and team building with the Disease Prevention section and with other Health Department staff and programs, manages PSD programs in accordance with regulatory authority and in collaboration with the Health Officer, Cascade County Board of Health, Cascade County Attorney and the Medical Advisor, ensures proper control measures, as required by rule or statute (possibly including prophylaxis), or recommended by recognized public health authorities are applied for containment of communicable diseases, manages the HIV and STD programs to prevent the spread of sexually transmitted diseases, coordinates with the Environmental Health and Family Health Services Divisions to ensure clear communication and operational efficiencies, communicates with local, state, and federal agencies and entities regarding communicable disease outbreaks and prevention activities to limit the spread, may serve as spokesperson relaying information relating to communicable disease issues, oversees the management of onsite vaccines to ensure proper record-keeping and medication tracking, plans, organizes, advertises and conducts annual immunization clinics in cooperation with local providers to extend a broad prevention reach in the community and exercise public health emergency protocols in the community, provide training in the community on Vaccines for Children (VFCs) and other appropriate medications that support community-wide health practices, maintains existing agreements to provide training opportunities for student nurses with an interest in a Public Health career, manages PSD budgets in accordance with Cascade County policies, CCHD protocols and as required under specific contracts. Ensures programs do not exceed established budgets and manage funds as good stewards of taxpayer dollars, ensures PSD contract deliverables and reporting requirements are met, adheres to all Cascade County and CCHD policies, protocols and procedures, assigns, supervises, reviews and monitors employee work including quality, efficiency and productivity, responds to and resolves staff questions, job-related and technical difficulties and concerns, manages day to day PSD activities including resolution of difficult issues that arise where management intervention is needed, participates in personnel recruitment and selection, develops, revises and updates PSD programs, protocols and procedures to align with regulatory requirements and regulatory changes in a continual effort of quality improvement, ensures that PSD staff are adequately trained in PS programs and work assignments as part of workforce development and provide ongoing training opportunities to maintain licensure, competence in their performance in the changing PS landscape and staff satisfaction of current positions, maintains positive communication and relationships with community agencies that fosters a respected image of CCHD as a fair, reliable and helpful resource promoting the vision and mission of the agency with programs and practices that promote a healthy environment, assists in field work where needed, including all responsibilities of the Sanitarian staff including but not limited to, licensed establishment inspections, septic inspections, subdivision reviews, rabies bite investigations, air quality inspections, general complaint investigations, emergency response and communicable disease investigations, enforces violations relating to public and disease prevention laws and regulations in collaboration with PSD staff, the Health Officer and the County Attorney as needed, works closely with local, state and federal stakeholder agencies to ensure effective communication and coordination of activities conducted in the PSD, reports monthly to local Board of Health and to Board of County Commissioners as needed, actively participates in weekly Leadership Team meetings and supports management and agency goals that may include, but are not limited to, promoting positive work culture, achieving Public Health Accreditation, implementing the agency strategic plan, supporting workforce development, providing input to the Community Health Improvement Plan and emergency response training and

participation in exercises and incidents, provides official and unofficial input to state agencies when administrative rule changes are taking place, updates Board of Health and Board of County Commissioners on legislative changes that impact PSD programs, coordinates with CCHD Communications Officer in preparing educational materials, public presentations and maintaining current website information, embodies and embraces public health principals, performs other duties or projects as required or assigned to accomplish the objectives of the position.

**Knowledge and understanding of:** Theories, principles and practices of disease prevention and control. including, biology, microbiology, chemistry and public health, management skills including budgets and resources management, program assessment and quality improvement, employee discipline, time management, general human resource practices, PSD regulations and enforcement, principles and practices of disease prevention and control and control regulations, practices and techniques of research, data collection and analysis used in disease prevention study and monitoring, public health community resources, public health state and federal partners and resources.

**Skills in:** Program planning, implementation, oversight, and evaluation, interpersonal communication and conflict resolution, Microsoft Word, Excel, Outlook, Publisher, PowerPoint, organization and accuracy, customer service and public relations.

**Ability to:** Develop or modify program plans, speak publicly and make presentations, proficiently operate a computer and achieve knowledge of additional computer applications as needed to complete required job duties, recognize and investigate sanitation problems and correct unsanitary or hazardous conditions, interpret laws, policies and regulations, remain fair in interpreting and implementing rules and regulations, prepare and submit accurate, timely reports and records, interact with the public or other employees in a professional, respectful and courteous manner, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, communicate in a professional and effective manner with others, both orally and in writing information, clearly and concisely, comprehend and follow verbal and written instructions, maintain strict confidentiality of sensitive information, establish effective working relationships with fellow employees, supervisors and the public, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, work collaboratively with management, co-workers, multiple agencies or organizations, exercise sound judgment and decision-making skills within established policies and procedures, accept responsibility and be self-motivated, demonstrate a strong work ethic to achieve academic and professional goals, demonstrate punctuality and observe required work hours, work independently with little supervision.

### **EDUCATION AND EXPERIENCE**

*The above is typically acquired through a combination of education and experience. At a minimum all applicants must have:*

**Education/Experience/Training:**

- Bachelor's Degree in Nursing or Epidemiology preferred **and** three (3) years of progressively responsible administrative experience including supervision, policy development, program planning and evaluation required.
- Two years of supervisory and management experience preferred.
- Must have strong public health disease prevention and control orientation.

**Certifications:**

- Must possess a current license to practice nursing in the State of Montana.
- Valid Montana driver's license or the ability to obtain within thirty (30) days of hire.

*The successful applicant must serve a 1-year probationary period and may have a criminal background check conducted. The results thereof may disqualify applicant from consideration for employment with the County.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**