



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Public Health Emergency Preparedness and Communicable Disease Program Manager**

Schedule: **Full-time with Benefits**

Salary: **\$25.15 per hour**

Department: **City-County Health Department**

Closing Date: **Open Until Filled**

Education/Experience/Training:

- Associate Degree in Health Science, Public Administration, Communication, Public Safety, **or** Four (4) years of relevant experience in Community Health, Public Health or related field.
- Experience in program development, public relations, public speaking and health education preferred.

Certifications:

Valid Driver's License issued by the State of Montana.

JOB SUMMARY

The Public Health Emergency Preparedness/Communicable Disease (PHEP/CD) Program Manager (Manager) at the City-County Health Department (CCHD) works in the Prevention Services Division and is responsible for the support, development and implementation of CCHD Plans and processes, including, but not limited to, Public Health Emergency Preparedness and Response, Safety and Training, Performance Management/Quality Improvement and Public Health Accreditation. The Manager further develops and implements PHEP plans, makes CCHD policy development recommendations related to the Communicable Disease and Emergency Preparedness Programs and works with a high degree of functional independence while providing general oversight of the follow-up and containment of communicable diseases and general oversight of development and implementation of PHEP plans and exercises. The PHEP/CD Manager also performs supervisory duties of PHEP/CD staff, ensures that deliverables are met for PHEP, conducts surveillance, assessment and evaluation of the work performance of PHEP/CD staff and corrective action plans with staff to address their performance deficiencies, provides support, guidance and training to and for PHEP/CD staff, tracing and investigation of communicable diseases for the communicable disease prevention and control program and performs other duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Assists the Prevention Services Division Manager with the planning, implementation and oversight of deliverables and essential requirements of the PHEP/CD programs and makes policy development recommendations related to the PHEP/CD programs, provides support, guidance and oversight of PHEP/CD staff development and training, assesses and evaluates PHEP/CD staff and provides such assessment and evaluations to the Division Manager, participates with and makes recommendations to Division Manager in hiring and, if necessary, the discipline/corrective action process with PHEP/CD staff, participates as a productive and contributing member of the Prevention Services Leadership Team, participates in program and funding required conference calls, assists staff with support of and navigating the Montana Infectious Disease Information System (MIDIS) Communicable Disease reporting system as needed, coordinates, provides and oversees staff training on MIDIS, accurately and promptly enters required program data and oversees staff to ensure that staff are accurately and timely entering required program data, prepares and submits required reports and assists with ongoing reporting requirements, assists with PHEP/CD program planning and provides monitoring and oversight of program staff, maintains frequent communication with staff, creates and maintains respectful partnerships with emergency response organizations, medical community and volunteer organizations, demonstrates ability to assume primary responsibility for planning and implementing of PHEP/CD program requirements; performs general administrative tasks to assist, oversee and administer applicable program budgets, prepares appropriate progress reports, grant applications and assists in grant management and compliance activities; develops, disseminates and tracks public information and education materials in coordination with the CCHD Communications Officer and CCHD Health Officer, develops, maintains and executes risk communication activities, including, but not limited to, updating and testing internal and external agency communications lists and functions, assists in Public Health Accreditation efforts including gathering supporting documentation and ensuring program work meets required measures, establishes an on-going relationship with local medical providers, including, but not limited to, doctors, nurses, pharmacists, laboratory personnel, hospitals, schools, county government and daycare staff to surveil, collect and document communicable disease activity, acquires and maintains current knowledge and competency in public health emergency response activities and public health services, organizes the CCHD's safety program, including, but not limited to, safety committee, safety policy review and training, executes special projects and special topic research as needed, works as a team player with individuals, groups, staff and other community organizations to ensure that quality services and program requirements are met as necessary to carry out the goals and objectives of the PHEP/CD programs, follows CCHD and County policies and procedures, maintains and adheres to CCHD, HIPAA, County, state and federal privacy and security laws, rules, policies, guidelines and practices with regard to sensitive and confidential information, establishes and maintains productive working relationships with fellow employees, supervisors, and the public, performs other related duties as required or assigned.

Knowledge and understanding of: PHEP/CD program planning, development, oversight and implementation, public health principles and practices, state and local emergency preparedness and communicable disease resources, current HIV disease information and counseling and testing procedures, prevention and control of communicable disease, applicable public health laws, HIPAA Privacy and Security Rules, modern office equipment, practices and procedures, Microsoft Office software including Word, Excel, Internet, and Outlook, CCHD rules, procedures and functions, CCHD and County safety rules, procedures and practices, supervisory methods and techniques, NIMS (National Incident Management System) principles and concepts, MIDIS tracking system, Public Health Accreditation Board (PHAB) Domains, Standards and Measures, development of Community Health Needs Assessments, implementation of Community Health Improvement Plans, Public Information Strategies and Principles, Crisis and Emergency Risk Communication, Performance Management and Quality Improvement Process.

Skills in: Customer service, interpersonal communication and problem solving/conflict resolution, Microsoft Office, MIDIS and other databases, creating reports and providing support and guidance to and oversight of PHEP/CD staff with data entry, establishing effective working relationships with other County departments, employees, Federal and State agencies, private agencies and the general public, working with individuals with diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner, reviewing and analyzing data, Quality Improvement.

Ability to: Efficiently use Microsoft Office, MIDIS and other databases to create reports and provide support and guidance to and oversight of PHEP/CD staff with data entry, maintain updated and current PHEP/CD program files, work a flexible schedule including some weekend or evening hours and being available to be part of 24/7 call tree for PHEP, proficiently operate a computer and achieve knowledge of additional computer applications as needed to complete required job duties, adhere to HIPAA and maintain strict standards of confidentiality and compliance with multiple privacy and security rules, work collaboratively with management, co-workers, multiple agencies and organizations, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, coordinate and prioritize multiple task, maintain concentration during frequent interruptions, understand and follow oral and/or written policies, procedures, and instructions, demonstrate high attention to detail, occasionally travel for state-wide trainings, establish and maintain effective and professional working relationships with other County departments, employees, federal and state agencies, private agencies and the public, communicate in a professional and effective manner with others, both orally and in writing information, clearly and concisely, read, review, analyze, compile, comprehend information, records, reports and materials, accurately record and log time and activities, remain flexible and meet established timelines and/or deadlines, adapt to changes in the work environment, delays and or unexpected events, manage competing demands by changing approach or methods to best fit the situation, respond appropriately and effectively to an emergency and/or crisis situation, employ and enforce safety practices and procedures, follow established procedures of universal precautions with regard to disease/infection control techniques, teach and demonstrate established PHEP/CD program procedures, practices and standards, observe established lines of authority, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvement, practice interpersonal communication and conflict resolution, work independently and as a team member with minimal supervision, demonstrate a strong work ethic to achieve academic and professional goals, organize and prioritize tasks and work environment to maximize efficiency, make independent decisions, accept responsibility and be self-motivated, perform other related duties as required or assigned.

The successful applicant shall serve a 1-year probationary period and will have a criminal background check conducted. The results thereof may disqualify the 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