

# Medical Director



## Position Description

**Status**

Irregular Part Time, Nonexempt

**Reports to**

Health Officer

**Compensation**

meddir

**Supervises**

None

**Bargaining Unit**

N/A

**Position Category**

Director

**Summary**

Under administrative direction of the Health Officer, this position is responsible for overseeing the development and evaluation of standards of medical care throughout the agency, providing medical direction to the agency's personal and environmental staff, and advising the Health Officer in matters of medical policy. Establishing and maintaining effective working relationships with representatives of professional societies and health agencies at the local, state and federal level to insure the compliance of the County's various health programs with national and statewide medical guidelines are major aspects of the work.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. As part of the Public Health Administrative Team provides feedback on development, planning, and implementation of public health services.
2. Consults with and advises public health professionals, and team members on public health medical and policy matters. Interfaces with and acts as liaison to the public, private and non-profit health care sector to improve public health outcomes.
3. Acts as medical liaison to other local health departments, the Michigan Department of Health and Human Services, health systems and other providers, and local medical societies.
4. Establishes and implements policies, procedures and standing orders to ensure that all Public Health medical practices and services comply with statutory requirements, best evidenced based practice, ethics, and quality and accreditation standards.
5. Assists in the enforcement of state laws and local regulations pertaining to public health.
6. Assist the Health Officer in the strategic short and long term planning efforts for the Public Health Department and provides leadership in policy development and coordination of the provision of health care services on a community-wide basis.
7. Assists the Public Health in public health investigations.

8. Provides overall direction for physicians, nurses and other health professionals in local health department programs relative to medical policies and procedures.
9. Provide expert medical direction in disease, illness, and environmental harm control. Act under the direction of the Health Officer in times of a disaster utilizing medical expertise.

## **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving
- Public Health Core Competencies
- Ten Essential Public Health Services

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job operates in mainly in an office environment. This position may be exposed to communicable diseases, blood and other bodily fluids. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## **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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the work environment; operate a computer and other machinery; and move or transport files or other items to meetings and other locations.

## **Travel**

Travel is required to access County buildings and other locations throughout Allegan County.

## **Required Education and Experience**

1. Doctorate (Ph.D, Ed.D, MD, JD) Degree
2. Possession of a current Physician license in the State of Michigan.
3. Four (4) years of experience as a public health physician and/or primary care physician.
4. Possession of a valid Michigan Driver's License.

## **Preferred Education and Experience**

1. Master's Degree in Public Health is preferred.

## **Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_