

Personal Health Manager



Position Description

Status

Full-Time, Exempt

Reports to

Health Officer

Compensation

C43

Supervises

Personal Health Staff

Bargaining Unit

N/A

Position Category

Manager

Summary

This position plans, develops, administers, and evaluates personal and community health service programs which conform to the goals and objectives of the department and the regulations and standards of the Michigan Department of Community Health. Directs the nursing and support staff who provide clinic and educational services to clients within the county. Responsible for the administrative functions of the division including the development and administration of all program budgets.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position acts as a coach and mentor for other positions in the department.

1. Manages contracts with service providers and vendors. Reviews, and approves for payment, invoices for division expenditures, time cards, and travel vouchers.
2. As manager participates in the interviewing and selection of employees and oversees personnel management functions including training, assigning functions, scheduling, reviewing and evaluating performance, and addressing employee relations issues.
3. Supervises staff to assure a high quality of professional service, maintain health standards, and monitor performance in relation to goals and objectives. Ensures adequate professional development and in-service training for all staff. Occasionally facilitates continuing education activities.
4. Provides division budgeting recommendations and participates in the planning and preparation of the division budget. Authorizes expenditures and monitors budget expenditures throughout the year to ensure expenditures are within budget limits.
5. Directs the evaluation and maintenance of proper documentation for services rendered, as required by the Michigan Department of Health and Human Services as well as other funding agencies. Reviews activity reports and health records prepared by nursing staff. Monitors and directs quality assurance and continuous quality improvement activities.

6. Ensures the development and implementation of policies, procedures and protocols for all personal and community health programs. Enforces compliance with program and agency policies.
7. Serves as liaison with various local, state, and federal agencies concerning public health nursing and personal and community health-related matters. Regularly confers with other public health representatives to resolve problems of mutual concern and eliminates any duplication of efforts.
8. Represents the department to the public, speaking to community groups, explaining health matters, and encouraging support for programs. Responsible for public relations and resolution of complaints for the division.
9. Acts as an official representative of the Allegan County Health Department as a member and/or advisor to various boards, committees, commissions and organizations as directed by the Health Officer. Assumes statutory authority of the Health Officer as directed or in the absence of the Health Officer.
10. Is the back up to the Public Health Compliancy Officer for the department.
11. Manages and oversees the Electronic Health Records (EHR) system.
12. Ability to document in multiple databases, provide reports to county, state and fiduciary stakeholders.
13. Thorough working knowledge of statutory and regulatory requirements governing the confidentiality of patient health information, including the provisions of HIPAA.
14. Ability to interact positively with children, parents, co-workers, health care and human service practitioners, school personnel, daycare and preschool staff, and community representatives from widely diverse cultural and socio-economic backgrounds and with varying levels of interpersonal and communications skills.
15. Program development and maintenance of a program manual updating policy and procedures in compliance with Michigan Accreditation minimum program requirements (MPR's).
16. Ability to respond to emergent public health issues, may require occasional travel for work and/or modified work hours work sites.
17. Participates in activities that promote professional advancement through conferences, workshops and professional offerings.

Competencies

Competencies are listed below.

- Organizational Skills
- Prioritization
- Ten Essential Public Health Services
- Public Health Core Competencies
- Technology
- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement

- Analysis & Problem Solving

Supervisory Responsibility

This position directly supervises the Personal Health staff.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. This position may be exposed to communicable diseases, blood and other bodily fluids. May be exposed to clients with communicable or other types of illnesses.

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. Ability to hear conversational tones, speak and write English fluently. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. The ability to open filing cabinets and bend or stand on a stool as necessary is required. Ability to speak publically on a variety of topics. Ability to lift carry and set up equipment for Outreach or investigative purposes to include tables, chairs, tents.

Ability to respond to emergent issues requiring prolonged standing and expanded work hours.

Travel

Travel is required to access County buildings and throughout the county as needed for public health purposes. Occasional travel related to role is required and may require public transportation to include car, train, plane and overnight stays abroad.

Required Education and Experience

1. Bachelor's Degree in Nursing, Science or a related field.
2. Possession of a current license to practice as a Registered Nurse in the State of Michigan.
3. Five (5) years' nursing experience.
4. Must possess a valid Michigan Driver's License.

Preferred Education and Experience

1. Master's Degree in Nursing, Science or a related field.
2. Five (5) years' nursing experience preferably including at least two years of supervisory experience.
3. Two (2) years' public health experience.

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 _____