

PUBLIC HEALTH SUPERVISOR

FUNCTION OF THE JOB

Under direction, to assist in the administration, coordination, and evaluation of public health programs for the County; to develop innovative, evidence-based interventions and partnerships to improve population health and strengthen the public health system; to provide supervision of public health staff; to help division achieve and maintain Public Health 3.0; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Participates in planning, developing, coordinating and implementing of public health policies, procedures, programs, services, and partnerships.
2. Lead health strategy initiatives through the coordination of activities with community stakeholders to achieve greater impact, avoid duplication, and enhance the effectiveness of public health efforts and the public health system.
3. Participates in personnel related activities which include addressing staff performance and evaluation issues, assignments and providing skills development and in-service education.
4. Directs staff in assessing client or community needs, treatment approaches and caseload management.
5. Assists in the development of grant applications for funding for public health programs and participates in the development of requests for proposals for public health programs, evaluates responses and makes recommendations for selection.
6. Develops and manages State grant budgets and monitors the status of these grants on meeting negotiated objectives, authorization of payment and quality of performance.
7. Develops, implements and evaluates strategic and operational plans related to emerging public health issues.
8. Monitors public health outcome measures and provides guidance in the development and evaluation of innovative, evidence-based interventions to address community needs and to contribute to public health knowledge base.
9. Oversees local compliance with federal and state public health statutes and administrative codes that protects the public's health and safety; oversees compliance with local ordinances that directs local public health activities.
10. Coordinates public health programs with federal, state, and other local agencies to ensure appropriate services provided to clients and the community.
11. Prepares and provides reports and presentations related to the public health role, strategy, and impact associated with public health issues. Translates community input along with public health evidence (data/findings) into prevention and control recommendations to ensure the appropriate public health measures are adopted.
12. Interprets division policies and procedures to staff, community, other professional agencies, and the public.
13. Prepares and presents programmatic reports to elected officials, boards and committees.
14. Participates in developing the division budget and monitors the appropriated expenditures and projected revenues.
15. Establishes and maintains effective working relationships with the staff, officials, governmental agencies, community organizations and the public.
16. Participates in on-going community health improvement planning, which includes regular and systematic collection, assembly, and analysis of community health data, community health needs and emerging trends.
17. Provides oversight for the creation and implementation of community action plans to address leading health issues.
18. Ensures adherence and compliance to the policies and procedures of the federal Health Insurance Portability and Accountability Act (HIPAA) of 1996 in regards to protected health information.
19. Available as a first responder, for seven days a week twenty-four-hour work coverage, for public health and/or emergency government public health outbreak or disaster response.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (continued)

20. Participates in planning, developing, coordinating, implementing and responding in a County Chemical, Biological, Nuclear, Radiological Terrorism Event or Natural Disaster.
21. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of public health principles, including foundational public health services, essential public health services, and core functions of public health.
2. Comprehensive knowledge of supervisory and administrative principles, practices and procedures.
3. Considerable knowledge of the role of public health programs and the objectives of a public agency providing these services.
4. Considerable knowledge of federal, state and local laws, rules and regulations concerning the operation of public health programs.
5. Considerable knowledge of social determinants of health and health equity.
6. Considerable knowledge of confidentiality statutes and requirements, including the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
7. Considerable knowledge of emergency government and incident command structures and protocols, including first responder role and responsibilities.
8. Considerable knowledge of chemical, biological, nuclear, and radiological terrorism preparedness response.
9. Working knowledge of budgeting, planning and analytical methods and techniques.
10. Working knowledge of computerized department program software, including electronic health record, internet access and database, spreadsheet and word processing programs.
11. Ability to plan, assign, supervise and evaluate the work of others.
12. Ability to interpret and apply division rules, directives and policies.
13. Ability to establish and maintain effective working relationships with the staff, officials, governmental agencies, community organizations and the public.
14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.
15. Ability to prepare and maintain accurate and complete records and reports.
16. Ability to prepare and present written and oral reports.
17. Ability to provide effective instruction to address varying learning needs of the staff.

Training and Experience

1. A. Graduation from a recognized college or university with a bachelor's degree in public health education with at least a minor in health or a closely related field.

OR

- B. Graduation from a recognized college or university with a bachelor's degree in nursing with approved curricula in public health or community health.
2. Two (2) years of work experience in public health or public health nursing.
3. A master's degree from a recognized college or university with a major in nursing, public health, or a closely related field may be substituted for one (1) year of the work experience requirement.
4. For work assignments supervising nursing functions, a current license to practice as a registered nurse in Wisconsin is required.