

DIRECTOR OF HEALTH AND HUMAN SERVICES

FUNCTION OF THE JOB

To be responsible for the development, administration, and direction of a comprehensive range of programs and services addressing mental health, public health, child welfare, elderly, disability, and long-term care services, veterans' services, and other social services for the County; to direct the management of contracted services; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Develops, directs and administers the programs, activities, contracts and services provided and managed by the Department of Health and Human Services.
2. Provides direction and leadership to the department by responding to changing trends in legislative, societal, and community needs with progressive and innovative programs and services.
3. Directs the preparation and administration of the department's operating and capital budget and the authorization and implementation of approved expenditures.
4. Oversees and approves the purchasing, monitoring and evaluation of contracted services in the department.
5. Oversees the coordination, implementation, and reporting activities of the Department of Health and Human Services to secure and maintain Federal and State generated funding, grants, and other resources.
6. Oversees the provision of public health services including control and prevention of communicable diseases, and special programs addressing community needs.
7. Oversees the provision of mental health services including in-patient and out-patient psychiatric and psychological services, and psychiatric nursing services.
8. Represents the County on special state committees, projects, and task forces.
9. Interacts and negotiates grants, contracts, services, and budgets with State DHSS and Department of Health Officials.
10. Directs the development and oversees the implementation of the strategic plan for the department.
11. Advises and makes recommendations to the County Executive, County Board Chairman, Health and Human Services Board, citizen boards, committees, commissions, and State authorities on issues related to health and human services programs.
12. Responds to public speaking invitations, interacts with the media, and conducts oral presentations to promote public education and awareness of department service programs and activities.
13. Monitors federal and state administrative policies and legislative proposals for impact on the department.
14. Directs the selection, supervision, and evaluation of all medical, managerial, supervisory, professional, and support staff and is responsible for the department's overall direction.
15. Establishes and maintains effective working and public relations with representatives of federal, state, and local government, community officials, service providers, and elected officials.
16. Participates in collaborative efforts or initiatives to meet and address the needs of the County community.
17. Directs the State required, public input and participation process by presenting department policy recommendations to the Health and Human Services Board.
18. Directs, develops, and manages emergency preparedness plans and events, including chemical, biological, nuclear, radiological terrorism event or natural disaster.
19. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the modern principles and practices of business administration, including budgeting, planning, administration, management, supervision, and program evaluation.
2. Thorough knowledge of the role of health and human service programs and the objectives of a public agency providing these services.
3. Thorough knowledge of service analysis and public relations.
4. Thorough knowledge of federal, state, and local laws, rules and regulations regarding the operation of a multi-faceted range of health and human services related programs, and activities.
5. Thorough knowledge of Emergency Government and Incident Command Structures and Protocols, including First Responder Roles and Responsibilities.
6. Comprehensive knowledge of confidentiality statutes and requirements, including the Health Insurance portability and Accountability Act (HIPAA) of 1996.
7. Comprehensive knowledge of the laws, codes, and regulations pertaining to treatment programs.
8. Comprehensive knowledge of governmental grant procedures.
9. Working knowledge of computerized department program software, Internet access, and database, spreadsheet and word processing programs.
10. Ability to utilize electronic health record, word processing, database, and spreadsheet programs.
11. Ability to coordinate, direct, and supervise activities of a large organization and staff.
12. Ability to plan, organize, and evaluate the work of others.
13. Ability to develop, interpret, and apply rules, directives, and policies, and federal, state, and local laws, rules, and regulations.
14. Ability to evaluate and direct the development of programs for client services and referrals.
15. Ability to plan, organize, and effectively present ideas and concepts to various boards, committees, departments, and employees.
16. Ability to communicate in public forums to promote the department's mission and objectives.
17. Ability to establish and maintain effective working and public relationships with representatives of federal, state, and local government, community officials, service providers, and elected officials.
18. 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.
19. Ability to lead the department in responding to changing social and legislative trends.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in sociology, social work, psychology, rehabilitation, hospital administration, business or public administration, or a closely related field.
2. Six (6) years of responsible work experience in budgeting, planning and program management in human services or a closely related field, three (3) years of which were in a supervisory capacity.
3. Graduation from a recognized college or university with a master's degree in sociology, social work, psychology, rehabilitation, hospital administration, business or public administration, or a closely related field will substitute for one (1) year of experience.