



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: Deputy Health Officer
Schedule: Full-time with Benefits
Department: City-County Health Department

Salary: \$70,000 - \$74,000 Yearly DOE
Closing Date: Open Until Filled
Department Administrator: Abigail Hill

At a minimum, all qualified applicants must have:

Education/Experience/Training:

- Bachelor's Degree in Nursing **and** five (5) years of progressively responsible administrative experience including supervision, policy development, program planning and evaluation required.
- **Or** seven (7) years of relevant experience in Community Health, Public Health or related field **and** four (4) years of supervisory and management experience required.
- Must have strong public health disease prevention and control orientation.

Certifications:

- Current license to practice nursing in the State of Montana.
- Valid Montana driver's license or the ability to obtain within thirty (30) days of hire.

JOB SUMMARY

The Deputy Health Officer is responsible for providing general assistance and support to the Health Officer in the overall leadership, community engagement and executive responsibilities of the City-County Health Department (CCHD) and all CCHD activities. The Deputy Health Officer is responsible for providing specific assistance and support to the Health Officer in the assessment and monitoring of health factors in Cascade County and the development of strategies to effectively address and communicate health issues to the public; oversight, evaluation and program management for the delivery of public health services; development of plans, policies and procedures for the CCHD; oversight, evaluation and management of all areas of CCHD programming to include prevention services, family health services, environmental health and administrative services to ensure program compliance with local, state and federal requirements; fiscal management and administration of all CCHD budgets; operational assistance to all CCHD programs related to facilities, operations, finances, Health Insurance Portability and Information Accountability Act (HIPAA) compliance, accreditation coordination and performance management; development and application of the Emergency Response Plans (ERP) and public health preparedness activities; administrative, technical and professional support to all CCHD staff; and work with outside health organizations and provide support and education to those agencies about public health. The Deputy Health Officer is further responsible for performing focused administrative, supervisory and technical duties in overseeing, coordinating and implementing the Prevention Services Division (PSD) chronic and communicable disease prevention and control programs and activities, to include immunizations, communicable disease surveillance, investigation and control, human immunodeficiency virus (HIV) prevention and case management, sexually transmitted disease (STD) control, tuberculosis (TB) control, worksite health, breast and cervical health and daycare activities; working collaboratively with the Montana Department of Public Health and Human Services (DPHHS) and other federal, state and local agencies to carry out PSD programs in accordance with all regulatory requirements and performing other duties or projects as required or assigned to accomplish the overall objectives and mission of the CCHD.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Provides assistance and support to the Health Officer in the overall leadership, community engagement and executive responsibilities of the CCHD and all CCHD activities, provides assistance and support to the Health Officer in the assessment and monitoring of health factors in Cascade County and the development of strategies to effectively address and communicate health issues to the public, provides oversight, evaluation and program management for the delivery of public health services and develops plans, policies and procedures for the CCHD, oversees, evaluates and manages all areas of CCHD programming to include prevention services, family health services, environmental health and administrative services to ensure program compliance with local, state and federal requirements, provides fiscal management and administration of all CCHD budgets, operational assistance to all CCHD programs related to facilities, operations, finances, HIPAA compliance, accreditation coordination and performance management, develops and applies the ERP and public health preparedness activities, administrative, technical and professional support to all CCHD staff, and works with outside health organizations and provide support and education to those agencies about public health, manages PSD programs in accordance with regulatory authority and in collaboration with the HO, Cascade County Board of Health and Cascade County Attorney, manages PSD budgets in accordance with Cascade County policies, CCHD protocols and as required under specific contracts. Ensures programs do not exceed established budgets and manage funds as good stewards of taxpayer dollars, ensures PSD contract deliverables and reporting requirements are met, adheres to all Cascade County and CCHD policies, protocols and procedures, assigns, supervises, reviews and monitors employee work including quality, efficiency and productivity, responds to and resolves staff questions, job-related and technical difficulties and concerns, manages day to day PSD activities including resolution of difficult issues that arise where management intervention is needed, coordinates communicable disease surveillance, investigation and control activities, coordinates chronic disease prevention / health promotion programs and activities, collects data, compiles accurate statistical information and prepares accurate records and

reports, ensures program effectiveness by periodic review, evaluation, and planning, assures that written program procedures are in place and kept current for all chronic and communicable disease programs, monitors the quality assurance process as relates to chronic and communicable disease prevention programs, maintains positive communication and relationships with community agencies to promote coordination of services and professional inter-agency communication, contributes to a work environment that encourages positive staff morale and motivation, commitment and team building with the Disease Prevention section and with other CCHD staff and programs, participates in personnel recruitment, selection and corrective action/discipline, develops, revises and updates PSD programs, protocols and procedures to align with regulatory requirements and regulatory changes in a continual effort of quality improvement, ensures that PSD staff are adequately trained in PSD programs and work assignments as part of workforce development and provides ongoing training opportunities to maintain licensure, competence in their performance in the changing PSD landscape and staff satisfaction of current positions, maintains positive communication and relationships with community agencies that fosters a respected image of CCHD as a fair, reliable and helpful resource promoting the vision and mission of the CCHD with programs and practices that promote a healthy environment, assists in field work where needed, including all responsibilities of the Sanitarian staff including but not limited to, licensed establishment inspections, septic inspections, subdivision reviews, rabies bite investigations, air quality inspections, general complaint investigations, emergency response and communicable disease investigations, enforces violations relating to public and disease prevention laws and regulations in collaboration with PSD staff, the HO and the County Attorney as needed, works closely with local, state and federal stakeholder agencies to ensure effective communication and coordination of activities conducted in the PSD, reports monthly to the Board of Health and to the Board of County Commissioners (BOC) as needed, actively participates in weekly Leadership Team meetings and supports management and CCHD goals that include, promoting positive work culture, achieving Public Health Accreditation, implementing the CCHD strategic plan, supporting workforce development, providing input to the Community Health Improvement Plan and emergency response training and participation in exercises and incidents, provides input to state agencies when administrative rule changes are taking place, updates Board of Health and BOC on legislative changes that impact PSD programs, coordinates with CCHD Communications Officer in preparing educational materials, public presentations and maintaining current website information, embodies and embraces public health principals, performs other duties or projects as required or assigned to accomplish the objectives of the position.

Knowledge and understanding of: Theories, principles and practices of disease prevention and control. including, biology, microbiology, chemistry and public health, management skills including budgets and resources management, program assessment and quality improvement, employee discipline, time management and general human resource practices, PSD regulations and enforcement, principles and practices of disease prevention and control and control regulations, practices and techniques of research, data collection and analysis used in disease prevention study and monitoring, public health community resources, public health state and federal partners and resources.

Skills in: Program planning, implementation, oversight and evaluation, interpersonal communication and conflict resolution. Microsoft Word, Excel, Outlook, Publisher and PowerPoint, organization and accuracy, customer service and public relations.

Ability to: Develop or modify program plans, speak publicly and make presentations, proficiently operate a computer and achieve knowledge of additional computer applications as needed to complete required job duties, recognize and investigate sanitation problems and correct unsanitary or hazardous conditions, interpret laws, policies and regulations, prepare and submit accurate, timely reports and records, interact with the public or other employees in a professional, respectful and courteous manner, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, communicate in a professional and effective manner with others, both orally and in writing, comprehend and follow verbal and written instructions, maintain strict confidentiality of sensitive information, establish effective working relationships with fellow employees, supervisors and the public, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, work collaboratively with management, co-workers, multiple agencies or organizations, accept responsibility and be self-motivated, demonstrate a strong work ethic to achieve academic and professional goals, demonstrate punctuality and observe required work hours, work independently with little supervision.

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