



GRAND TRAVERSE COUNTY, MI HEALTH PROGRAM SUPERIVSOR JOB DESCRIPTION

Title:	Health Program Coordinator
GENERAL SUMMARY	
<p>Primary function of the job is to coordinate and supervise a health program and staff within assigned area, ensuring program compliance with applicable public health statutes, laws, and other associated regulations.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>This position may require irregular hours. This position may require travel by the employee in the employee's own vehicle.</p>	
PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)	
<ul style="list-style-type: none">• Supervises designated public health staff, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with Health Department and County objectives.• Plans and administers health service and community outreach programs within assigned area, including establishing priorities, monitoring and evaluating the effectiveness and efficiency of programs, and developing and implementing plans to improve services.• Reviews potential client eligibility for participation in applicable health program(s) and makes determinations on program acceptance; performs client assessments to determine specialized needs.• Monitors program compliance with applicable program policies and procedures.• Assists in the review, development, and implementation of policies, procedures, processes, and guidelines in compliance under the supervision of specifically assigned Program Supervisor, Community Health Director, and County Health Officer.• Prepares staff and program for mandated evaluations and accreditation reviews; develops corrective action plans in areas found to be in non-compliance.• Monitors program caseload and client participation to ensure program maintains fiscal soundness; makes adjustments as appropriate based on caseload and participation analysis results.• Provides consultation and recommendations for health programs and/or referrals according to policies and procedures, and maintains confidential medical and health records.• Prepares and monitors program funding and budget, reviews and approves expenditures, and identifies and reports potential financial overruns and variances at an early stage.• Monitors and maintains appropriate levels of supplies and materials in support of unit operations and activities.• Assists with researching, writing, and coordinating grants, including monitoring grant expenditures and preparing grant reports.• Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups.	



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EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's degree in health services or related field required. Master's Degree preferred.
- Two to four years of progressively responsible, directly related experience.
- Two years supervisory experience in a health care environment required. Previous management experience with mid-level providers preferred.
- Experience working with Adolescent Health and Title X Family Planning desired.

CERTIFICATIONS, LICENSES (minimum requirements)

- Appropriate licenses and certification as required by program assignment.
- Licensure as Registered Nurse in the State of Michigan or Nurse Practitioner.
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum qualification - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could lead to the loss of life or major harm or life impairment.

In comparison to the Health Program Coordinator has formal supervisory responsibilities.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position occasionally works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to fumes or airborne particles; infectious diseases; criminal suspects or prison inmates.
- May occasionally be required to lift/move up to 50 pounds.



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KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of generally accepted accounting and bookkeeping principles
- Specialized knowledge of personal and/or community health theory and practices
- General knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Ability to understand managerial policies and prioritize the needs of the unit.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County.
- Skill in researching and resolving problems in order to ensure compliance
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to facilitate meetings effectively and efficiently
- Ability to plan, implement and evaluate public health programs
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently



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