

CITY OF FRANKLIN
Job Description

Job Title: Director of Health & Human Services

Department: Health

Reports To: Mayor

Appointing Authority: Mayor

Salary Level: Management/Administrative/Supervisory Range 11

FLSA Status: Exempt

Prepared By: Dana Zahn, Human Resources Coordinator

Prepared Date: May 4, 2018

Approved By: Common Council

Approved Date: May 15th, 2018

Summary:

Perform administrative and professional nursing work to fulfill the mission of the Franklin Health Department and to ensure an environment in which the public health personnel can conduct activities that provide quality public health services.

Essential Duties and Responsibilities:

Responsible for the design of a high quality and cost effective system that complements various health services available in the community to prevent disease and promote wellness of individuals, families, and groups.

Responsible for control of communicable diseases.

Enforce municipal code, state statutes, and rules and regulations of the Wisconsin Division of Health.

Manage departmental resources, prepare budgets, approve purchases, and maintain records of expenditures for accountability.

Locate, write, and manage County, State, and Federal health related grants.

Represent the Health Department as official spokesperson to community agencies, professionals, and the general public.

Prepare agenda for and regular participation in Board of Health meetings.

Construct community assessment database reflective of health needs in the City of Franklin.

Analyze community assessment data to identify the health needs of the City of Franklin in the context of federal and state public health priorities and local resources.

Establish short and long-term goals to meet identified public health needs of the City of Franklin.

Develop programs to be implemented by Public Health personnel to meet established goals.

Develop and interpret department policies and procedures based on recognized standards of practice.

Orient new employees upon hire to the position and the organization's policies and procedures.

Promote professional growth of Health Department personnel by providing continuing educational opportunities.

Implement and maintain Quality Assurance program for evaluation, by measuring process and outcome of services offered.

Attend meetings as required by the Mayor and Common Council. This may include meetings outside of normal business hours.

Peripheral Duties:

Act as a public health nurse, clinic nurse, and secretary as needed.

Participate in committees when necessary.

Membership in professional organizations.

Assemble materials and equipment in preparation for clinic sessions and maintains adequate supplies.

Minimum Qualifications:

Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in nursing, public health, environmental health, physical or biological sciences, or a related field. Three (3) years of progressively responsible full-time employment with a public health agency, including responsibility for communicable disease prevention and control.

Necessary Knowledge, Skills, and Abilities:

Knowledge and skills required for the position of Public Health Nurse.

Knowledge of principles, practices, and methods of public health nursing, department supervision, and administration.

Knowledge of health and safety codes, and rules and regulations of City, County, and State.

Knowledge of information regarding detection, evaluation and planning to meet public health needs.

Ability to establish and maintain effective professional relationships with community leaders, professionals, staff, citizens, and others.

Knowledge of the social, political, and economic influences affecting health care delivery systems.

Knowledge of educational trends as they relate to the health care field.

Ability to effectively communicate, both verbally and in writing.

Ability to utilize initiative, responsibility, and integrity.

Ability to recruit, train, and utilize volunteers.

Ability to make independent judgments which have highly significant impacts on the organization.

Supervision Received:

Works under broad general guidance and direction of the Mayor.

Supervision Exercised:

Exercises supervision over Health Department personnel.

Responsibility for Public Contact:

Frequent contact requiring courtesy, discretion, and sound judgment.

Licensing and Certification:

Licensed by State of Wisconsin as a registered professional nurse or sanitarian, if applicable.

Valid driver's license.

Tools and Equipment Used:

Copy machine; telephone; blood pressure cuff; stethoscope; scale; audiometer; visual charts; syringes; thermometer; computer terminal; personal computer including word processing software; automobile; and fax machine.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, outdoor settings, private residences, and commercial buildings. Work can be performed in emergency and stressful situations. Individual is exposed to hazards associated with rendering emergency medical assistance, including blood-borne pathogens in body fluids. The noise level in the work environment is quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.