

## **DIRECTOR OF PREVENTIVE HEALTH SERVICES**

### **Distinguishing Features of the Class:**

The purpose of this position is the management of the overall day-to-day operations and personnel of the Public Health Prevention Team to assure the successful achievement of the core functions and essential public health services.

The Director of Preventive Health Services promotes and supports population health in Ontario County by providing mid-management leadership and public health expertise. This position promotes individual and population public health by providing the essential services of public health in a variety of settings, ensures compliance with a broad range of current local health regulations and policies; participates in multi-faceted community health projects; and provides technical assistance and information to individuals, families, groups, and stakeholders regarding public health.

The Director of Preventive Health Services is responsible for managing the professional and technical services provided under the auspices of the Public Health Prevention Programs. Activities are performed under the administrative supervision of the Public Health Director. The Director of Preventive Health Services provides mentoring, supervision, and technical assistance to staff in the Prevention Team. Does related work as required.

### **Typical Work Activities:**

- Directs the operation of and manages the wellness and preventive health programs.
- Directs the operation of diagnostic and treatment clinics and services.
- Collaborates with the Public Health Director to determine the number and types of staff required to meet the agency's prevention program responsibilities.
- Interviews applicants and provides recommendations to the Public Health Director for hiring
- Supervises public health prevention program staff and makes provision for the periodic evaluation of employee performance.
- Plans orientations of new personnel and provides appropriate in-service education in collaboration with the Director of Quality Improvement.
- Develops public health program policy and procedure manuals consistent with laws and regulations.
- Ensure programs are operating in accordance with state and federal requirements and regulations.
- Develops, monitors, and oversees the annual prevention team program budgets and grants in collaboration with the Public Health Director, Program Coordinators, and finance office.
- Assists in the preparation of agreements and contracts where applicable to provide public health prevention services or to secure services needed by the prevention programs.
- Prepares and supervises the preparation of a variety of records and statistical reports on programs in areas of responsibility.
- Develops systems for evaluation of programs in collaboration with the Director of Quality Improvement

- Establishes and maintains effective working relationships with the community, professional and public agencies to coordinate the provision of services in assigned program areas.
- Interprets agency services and policies to the general public and other health service providers
- Mentors new and existing public health nurses and student interns.

**Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:**

Thorough knowledge of current nursing practices and administration; thorough knowledge of principles and practices and terminology of public health administration, good knowledge of principles and practices involved in community/public health programs; good knowledge of modern fiscal and budgetary procedures; good knowledge of state and federal regulations affecting public health; good knowledge of community agencies and services which can be utilized in support of special health programs, good knowledge of health economics, ability to plan and supervise the work of others; ability to establish effective working relationships with others; ability to prepare and maintain records and reports; physical condition commensurate with the demands of the position.

**Organizational Competencies:**

All OCPH employees are expected to ensure that the community is protected from disease and other public health threats and to empower others to live healthier, safer lives. In addition, all OCPH employees are to meet specified competencies in the following areas:

- Customer Focus: Ensure the health and safety of our community within their abilities and resources and treat the diverse customers with thoughtful listening and respect.
- Accountability: Be accountable for knowing the scope of OCPH programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity.
- Equity and Fairness: Interact with clients, community partners and co-workers with fairness and equity and deliver services free of bias or prejudice.
- Occupational Health and Safety: Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgement in order to comply with departmental and county regulations.
- Emergency Preparedness: Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks.

**Individual Core Competencies:**

The Director of Preventive Health Services performs the following essential functions within the framework of Ontario County Public Health Department's provision of the core functions and essential service of public health:

*Domain 1: Analytical and Assessment Skills:*

- Determine validity, reliability, and comparability of data
- Analyze and interprets quantitative and qualitative data
- Make evidenced based decisions

- Presents findings of data analysis

*Domain 2: Policy Development/Program Planning Skills:*

- Implement policies, programs, and services
- Evaluate policies, programs, and services
- Implement strategies for continuous improvement

*Domain 3: Communication Skills:*

- Communicates in writing and orally with linguistic and cultural proficiency
- Determine approaches for disseminating data and information
- Facilitate communication

*Domain 4: Cultural Competency:*

- Describe the concept of diversity
- Describe the value of a diverse workforce
- Advocate for a diverse workforce
- Address population diversity in policies, programs, and services

*Domain 5: Community Dimensions of Practice:*

- Collaborate with community based participatory research

*Domain 6: Public Health Sciences:*

- Facilitates and implements the development, implementation and evaluation of comprehensive public health quality assessment and improvement plan for the department.
- Coordinates the process for the Department's application for accreditation by the Public Health Accreditation Board (PHAB).

*Domain 7: Financial Planning and Management Skills:*

- Develop a Performance Management System
- Implement a Performance Management System

*Domain 8: Leadership and Systems Thinking Skills:*

- Analyze facilitators and barriers that may affect policies, programs, services, and research
- Ensure use of professional development opportunities
- Modify practices in consideration of changes
- Contribute to continuous performance improvement

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma and Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in nursing and two years of supervisory experience in community health care administrative or management in a federal, state or local agency or in a diagnostic treatment center or clinic **OR**
2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in nursing and three years of community health care administrative or management experience in a federal, state or local agency or in a diagnostic treatment center or clinic, two years of which shall have been in a supervisory capacity; **OR**

3. An equivalent combination of experience and training as defined by the limits of (1) and (2) above.

**Note:** Related Master Degree fields include public health nursing, health administration, community health education, or environmental health.

**Special Requirement:** Possession of licensure and current registration to practice as a Registered Professional Nurse in New York State at time of appointment.

**Special Requirement for Appointment:** Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position. Certain assignments made to employees in this class will require access to transportation to meet fieldwork assignments made in the ordinary course of business in a timely and efficient manner.

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Civil Service Classification: Competitive