
Job Title: Director	Position Title: Health Center Director
Job Type: Senior Leader-EXEMPT	Wkly Hrs: 40+
Reports to: Board of Health	Last Updated:

Position Overview:

This position is responsible for overseeing the operations of the agency including planning, coordination, management and directing of the public health programs of the St. Francois County Health Center. Responsible for coordinating all activities of the Health Center to ensure conformance with the public health programs of the Missouri Department of Health and Senior Services. Responsible for accomplishing the goals and objectives of grants and contracts for services the Health Center provides.

Essential Functions:

- Plans, organizes, and directs all functions, programs, and activities of the Health Center
- Determines the Department's organizational structure and personnel needs, providing for the selection, training, supervision, and evaluation of professional, technical, clerical, and other employees
- Makes recommendations to the Board of Trustees for hiring, salary advancements and promotions.
- Oversees contracts, all business functions, and all programmatic functions of the Health Center
- Assures the performance of the key functions of a public health agency: assessment, assurance, and policy development
- Assures that Health Center business is conducted in a professional manner in conformity with current standards of affiliation, current medical standards, HIPAA, Fair Labor Standards Act, Equal Employment Opportunity requirements, Internal Revenue Codes and Missouri State Statutes.
- Analyzes program effectiveness and directs changes in programs
- Directs the preparation of the annual budget, and evaluates and monitors expenditures.
- Prepare and present regular reports to the Board of Trustees regarding the financial status, personnel, programs, facility and other appropriate matters.
- Assess community needs, resources, statistical information, and documentation in order to determine appropriate plans for program development.
- Develop and recommend long term goals for the agency to the Board of Trustees.
- Represents the Health Center in frequent public contacts; meets with organizations, officials, and community groups.
- Manages social media and website development.
- Conducts personnel management and human resource responsibilities
- Pandemic response
- Public information officer
- Development of intervention strategies, policies and procedures, and the evaluation of new and existing prevention and control programs based on epidemiologic findings.

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- Communicates with health care providers, social service agencies, schools, federal, state, and local officials, the media, and others concerning disease and injury investigation, prevention, and control.

Supervision Received:

This position is overseen by the local Board of Health.

Supervision Exercised:

Functions as the senior executive for the Health Center. Directly oversees the Assistant Director and indirectly oversees all Health Center staff.

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Possession of High School diploma or GED
- A minimum of three years of administrative experience in public health within the past ten years **AND** either have at least a Bachelor's degree in a public health discipline (e.g. environmental health, health education, epidemiology, nursing, health administration, biostatistics) with 6 credit hours in administration or management, be a physician **OR** A minimum of 6 years in management/administration in public health plus **either (A)** graduation from a Public Health Leadership Institute Program, **OR** Certification as a public health administrator.

PREFERRED EDUCATION AND EXPERIENCE:

- Five years of administrative experience in public health within the past ten years
- A Master's degree in a public health discipline (e.g. environmental health, health education, epidemiology, nursing, health administration, biostatistics).
- Thorough knowledge of the principles and practices of administration and organization, particularly as they relate to public health.
- Ability to evaluate programs and identify problem areas through the analysis of statistical data.
- Ability to compile, present and interpret reports and related data concerning the operation of health center programs.
- Ability to communicate effectively both verbally and in writing.

Physical Demands and Working Conditions:

- Available 24/7 by Health Center cell phone.
- While performing the duties of this job, the employee is regularly required to work long hours, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach, stoop kneel to install computer equipment
- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to sit at a computer terminal for an extended period of time.
- Light to moderate lifting is required.