

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: AUGUST 13, 2020
OPEN UNTIL FILLED

DEPARTMENT: Health & Emergency Management **POSITION:** Health Services Program Manager

LOCATION: Globe **JOB CODE:** 20-038

ANNUAL SALARY: \$57,565-\$77,713 DOE

PURPOSE OF THE JOB

The purpose of this position is to evaluate, train as needed, and delegate the Public Health Nurses' tasks according to their skills and core competencies to promote and protect the health of populations using knowledge from nursing, social and public health sciences. This position implements, promotes, and evaluates programs, delegates staffing, develops policies and procedures, oversees the budgets and submits proposals for funds through grants. Other responsibilities include overseeing communicable disease investigations and performing public health nurse duties during staff shortages.

SUPERVISORY RESPONSIBILITIES

Regularly assigns work to other employees and supervises related activities. Provides recommendations on employee training; promotions; employee coaching; evaluating employee performance; granting time off; scheduling work hours of employees and hiring new employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Oversees and manages planning, development and implementation of County health programs.	20%
• Evaluates work in progress in order to anticipate problems, evaluate program needs and recommend and implement appropriate actions.	20%
• Hires, supervises and monitors assigned personnel, which includes authorizing timesheets and leave requests.	10%
• Coordinates and delivers staff orientation, in-service education, and development as determined by learning needs of health personnel; prioritizes and assigns tasks based on staff competencies.	10%
• Assesses and identifies health care requirements of community; researches and applies for grants.	10%
• Coordinates, implements and evaluates nursing and medical programs component of County health programs, which includes development of nursing policies and procedures and evaluating programs for quality assurance.	10%
• Develops and monitors health program budgets in order to make fiscal and staffing recommendations.	10%
• Develops Health Services marketing strategies, writes media releases and makes public speeches.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position reviews, edits and approves for submission departmental budget.

PROJECT RESPONSIBILITIES

Provides project resource allocation based on pre-approved resources for technology projects, organizational development projects, quality assurance projects and process improvement projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, responds to public inquiries, presides over meetings and gives presentations.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, press releases and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies and other groups and/or individuals and Institutions over the telephone, by email and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year).

MINIMUM EDUCATION REQUIRED/PREFERRED

Bachelor's degree in Nursing; Master's Degree in Nursing preferred.

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MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years experience or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

Licensed RN - Arizona Board of Nursing, CPR - American Hearth Association and Red Cross Certification.
Must have current finger print card.

KNOWLEDGE REQUIRED

Communications and media, Federal, State, Local laws, regulations, statutes, contract preparation, public health management and nursing.

SKILLS REQUIRED

Communicating diplomatically, analyzing training needs, developing training strategies, problem recognition, developing alternative solutions, diversity awareness, time management and quality control analysis.

ABILITIES REQUIRED

Express one's self orally, solve problems using deductive reasoning, make sense of multiple data, multi-task, read and write at professional level.

PHYSICAL DEMANDS

- Occasionally stands to present and stands to attend to customers; regularly stands to perform custodian work and to attend to reported incidents.
- Routinely sits to complete reports, to operate computers, to operate special equipment, to complete a program and to attend to other duties; occasionally sits to attend to reception areas.
- Lifts under 10 lbs. routinely, lifts up to 25 lbs. occasionally, lifts up to 50 lbs. occasionally, lifts up to 75 lbs.
- Requires dexterity for keyboard operation and for special gadgets.
- Incumbents in this position may be required to occasionally walk; routinely bend, kneel or twist.

WORK ENVIRONMENT

Incumbents in this position generally perform work at community sites for immunization clinics and emergency shelters. Incumbents in this position regularly spends time in office environment; occasionally spends time in lobby environment and occasionally spends time in classroom(s).

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to occasional telephone verbal abuse by emotional customers or citizens, blood-borne pathogens, communicable diseases, occasional respiratory hazards, extreme temperature and occasional wetness and humidity.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Incumbents in this position constantly require following safety manuals, constantly requires biosafety gear, constantly requires safety foot wear.

CONSEQUENCES OF ERROR

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.