Position Title: Personal Health Services Manager  Date: February 17, 1997

Reports to: Director  Department: Health and Community Services

FLSA Status: Exempt  Positions Supervised: Public Health Nurse II (5), Public Health Social Worker (1)

CLASSIFICATION: Personal Health Services Manager
PAY RANGE: S-7
BARGAINING UNIT: Not represented – At Will

BASIC FUNCTION: Manages, directs, plans, and coordinates functions of the Personal Health Services Division according to budget, professional standards, contractual and legal requirements with available resources and professional staff for the delivery of public health nursing, nutrition, social work and other services to target populations and/or the general public in order to protect public health through health promotion and disease prevention and control activities.

MINIMUM QUALIFICATIONS: Bachelor of science degree in nursing, including study in public health nursing, and a master’s degree in nursing or public health, and at least 4 years of progressively responsible experience including 2 years at the Public Health Nurse II level. Requires ability with the basics of personal computer operation; a current Washington State license as a Registered Professional Nurse and a current Washington State Driver license, or any equivalent combination of training experience and education that demonstrates the ability to perform the essential functions of the job.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Coordinates a comprehensive and countywide public health nursing service through 3 regular service delivery sites and occasional visits to 3-4 outer islands. Plans and manages implementation of service delivery programs in the following areas: maternal and infant health, child and adolescent health, school health, children with special health and developmental needs, prevention of child abuse/neglect, supplemental foods and nutrition education for women, infants and children (WIC), immunizations and vaccine-preventable disease, communicable disease control, chronic disease prevention and control violence and injury prevention, and other adult and general health services. Monitors services provided by professional services contractors. Develops or discontinues programs as needed.

*2. Conducts needs assessment, disease surveillance, program evaluation and reporting. Monitors community health status through collection and analysis of statistical data. Maintains policy and procedure manuals, client records and data collection systems, and quality assurance activities for service delivery programs subject to state agency monitoring. Develops and maintains working relationships with program liaisons at the various state offices of the Department of Health and the Department of Social and Health Services.

*3. Supervises professional staff: screens applicants, interviews candidates,
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recommends employee selection to department director. Assigns workload, maintains staffing schedule, verifies time sheets, authorizes leave requests, approves requests for expense reimbursement. Conducts performance appraisals and employee discipline. Monitors and assures staff development.

*4. Assists in development of program budgets, monitors spending; maintains time and activity records adequate for grant accounting and subject to annual fiscal audit. Prepares grant and contract applications, coordinates consolidated contract with state Department of Health. Negotiates and monitors professional services contracts.

*5. Participates on the departmental management team. Develops policy recommendations for department director and presentation to Board of Health.

*6. Develops and maintains coordination/planning relationships with local, county, regional, and state-level health and social service agencies, law enforcement, and juvenile court services. Represents San Juan County Health Department at regional and state meetings and participates in professional organizations.

*7. Provides direct client and community services as described in the Public Health Nurse position.

*8. Develops and distributes outreach information through local newspapers, makes presentations to community groups.

*9. Interprets division needs to administrative support staff.

*10. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

PHYSICAL AND MENTAL REQUIREMENTS: Requires extensive reading and handling of written material, use of a computer for reading and writing, hearing acuity for in-person and phone conversations and large and small meetings, ability to talk, receive and understand written and oral communication, ability to see, hear, and feel, as necessary, for physical assessment. Ability to measure small and accurate doses of injectable medications. Requires frequent sitting, standing, short distance walking, and the ability to climb in and out of small airplanes and automobiles. Requires occasional lifting of 15-40 lbs.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maps, aerial photos, measuring tools</td>
<td>.5</td>
<td>Daily x</td>
</tr>
<tr>
<td>Vehicle</td>
<td>8</td>
<td>x</td>
</tr>
<tr>
<td>Telephone</td>
<td>20+</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
<td>10</td>
<td>x</td>
</tr>
<tr>
<td>Fax</td>
<td>4</td>
<td>x</td>
</tr>
<tr>
<td>Computer</td>
<td>20+</td>
<td>x</td>
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<tr>
<td>Calculator/adding machine</td>
<td>4</td>
<td>x</td>
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<tr>
<td>Audiometer, centrifuge, ophthalmoscope, otoscope, otoscope, sphygmomanometer, sphygmomanometer, otoscope, otoscope, sphygmomanometer, sphygmomanometer, stethoscope, vision screening charts, and injection equipment for administering medications and vaccines</td>
<td>4</td>
<td>x</td>
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WORKING CONDITIONS: Indoor office conditions with poorly operating heating/cooling system. Travel 2-3 times per month to mainland meetings, usually extensive highway driving and ferry travel; occasional small plane travel inter-island and to mainland.