

# **Connecticut River Area Health District**

## **Position Description DIRECTOR OF HEALTH**

### **General Statement**

The District's mission is to provide quality core local public health services to the district's towns through a variety of education, monitoring, promotion, empowerment, advocacy, and enforcement activities with the goal of improving the health status of its residents.

### **Position Summary**

The Director of Health is the full time chief executive officer of the health district who administers and manages all district activities. The Director works under the Board of Health of the Connecticut River Area Health District and is guided by Board policies, with considerable latitude for independent judgment and action, but always within the parameters of District Policies, State Statutes, the Public Health Code, and local regulations. The Director's responsibility is to, within finite resources, strive to maintain competency in the 10 essential local public health services (as listed in CGS 19a-207a). The Director develops and implements strategic plans of the district

### **Responsibilities**

- In the absence of a responsible designee, be the acting human resources director for the district. With board input, determine salaries and benefits in accordance with personnel policies of the district.
- Enforce the Connecticut State Public Health Code, General Statutes, and any additional local regulations as may be adopted by the Board and are not in conflict with the law or the Public Health Code. Conducts hearings, appeals and investigations regarding public health issues.
- Identifies community health needs and establish, with the Board's guidance, programs designed to meet identified needs.
- Provide the staff with professional direction and leadership in the implementation of programs and policies approved by the Board.
- Facilitate communications between the staff and the Board.
- Represent the staff in all appropriate communications and negotiations. Director is the official spokesperson for the health district, unless the director delegates to someone else. Develop effective working relationships with Town agencies. Network, collaborate, partner and deal effectively with key stakeholders. Advocate for public health.
- Communicates, educates and informs other agencies and community organizations on public health issues. Markets CRAHD services.

- Implement effective utilization of both staff and financial resources in the provision of services.
- The Director is on-call during off hours and facilitates appropriate after- hours response to emergency calls. Leads district in emergency planning, preparedness and response.

### **Duties and Activities**

- Hire/Appoint necessary staff to carry out district activity, subject to approval of the Board.
- Establishes staff goals, objectives and performance standards. Performs annual evaluations of staff performance and file a written evaluation in each staff member's personnel record. Determines employee status.
- With board input, establish and update all policies, protocols and procedures of the district. Review and implement workplace practices.
- Conduct surveys and studies of health resources and services in participating towns.
- Seek out and review available data in determining community health status and needs.
- Recommend programs to meet identified health needs to the Board for approval, prior to initiation by staff.
- Provide overall supervision of staff activities.
- Notify the Chairperson of the Board and the CT Department of Public Health whenever Director of Health duties and responsibilities are to be assumed by a qualified subordinate during the Director's absence.
- Prepare monthly statistical and financial reports, as well as other reports that will reflect the total activities of the District.
- Prepare board meeting agendas and properly post. Provide for the writing and posting of minutes of Board Meetings. Attend Board Meetings as Secretary, and as a non-voting member.
- Serve as a member of the Executive Committee and such other committees as the Board may establish.
- Act as a liaison between staff and the Board, interpreting Board decisions and relaying them to staff.

- Maintain a constant awareness of community efforts with respect to various health programs. Work closely with local civic groups and service organizations, professional associations and community leaders to assist them with their health efforts and to develop support for District programs.
- Prepare an annual report to the Board of Directors, Administrators of the participating towns and the Connecticut Department of Public Health in accordance with Section 19a-200 of the Connecticut Public Health Code.
- Serve as an *ex-officio* member of the Boards of Directors of Public Health Nursing Agencies in the participating towns.
- Perform annual evaluations of all programs and services provided by the District, in order to monitor and improve program effectiveness and efficiency. Establish priorities for ensuing years.
- In conjunction with the Board's Budget Committee, prepare an annual budget and submit recommendations for meeting the health needs of the community. Seek out new revenue sources.
- Through the town finance director, present approved annual budgets to the Boards of Finance of participating towns. Notify the town finance directors annually of the local per capita rate established by CRAHD Board of Directors.
- Recruit, train, develop and evaluate staff in relation to District needs and programs. Determine training needs.

### **Minimum Qualifications and Experience**

Must hold as a minimum, a Master's Degree in Public Health in accordance with Section 19a-244 of the Connecticut General Statutes, and must be approved by the State Commissioner of Health. Five (5) years of progressively responsible experience in local public health and administration is necessary. CT Registered Sanitarian certification highly desirable.

Director must have extensive knowledge of public health laws, current practice, disease transmission and control, basics of epidemiology, health promotion.

The Director must be able to manage, express ideas, make decisions sometimes under uncertain conditions and with limited data, recognize impact of district actions, nourish effective relationships.

Must possess a valid CT driver's license.

Must meet qualifications for bonding.

### **Skills and Attributes**

- Must recognize and accept that the job may require exposure to infectious or contagious disease, and may thus require the use of protective clothing or gear.
- Occasionally conduct work in confined or restricted spaces.
- Able to handle unpleasant interactions with agitated or emotionally charged individuals.
- Exceptional interactive and communication skills are essential.
- Must demonstrate and utilize critical thinking to solve issues and tackle problems that may arise.
- Ability to budget and operate within budget constraints.
- Capability to keep current with technology needs of district.
- Be organized, articulate, and maintain a professional appearance and manner.

The foregoing is illustrative and does not necessarily represent all facets of work expected of the Director of Health.

Rev: February 2018

Approved by the CRAHD Board of Directors at a special meeting held on February 22, 2018