

HIDALGO COUNTY HEALTH & HUMAN SERVICES

PUBLIC HEALTH COORDINATOR

GENERAL DESCRIPTION

Performs advanced (senior-level) public health work. Work involves providing content leadership, implementation, and operational coordination to projects within the performance management and quality improvement of overall public health initiatives. Assists in evaluating the effectiveness of public health programs, and recommending courses of action for the aims to improve public health by strengthening the quality and performance of public health practice including correction of public health law or regulation violations. May assign and/or supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Chief Administrative Officer of Hidalgo County Health & Human Services.

EXAMPLES OF WORK PERFORMED

Contribute to project planning, including development, implementation and monitoring of work plans, timelines, budgets, milestones and deliverables

Write, edit, and format publications, presentations and reports related to assigned projects

Support development of funding proposals and progress reports

Conduct background research and scope discussions for new projects

Prepares goals and objectives for public health strategies and education programs

Administer public health performance procedures for efficiency, planning and coordinating with accreditation for public health standards

Provide accurate, consistent, and timely partner, sponsor and vendor communications, at meetings and conferences

Research and analyze public health project impact, strategic value and next generation options

Document project activities and accomplishments

Coordinate project activities with those of other public health partners and initiatives

Responds to Public Health urgent or emergent events as required to protect the residents and / or staff of Hidalgo County.

Provide administrative staff informed about progress, milestones, potential and emerging challenges, and feedback from project partners

Represent public health in local, state, and federal working groups, task forces, and governmental shared initiatives

Formulates definitions, standards, and policies for the effective and efficient rendering of public health services and the enforcement of public health laws and regulations

Recommends courses of action for the correction of public health law and regulation violations, and initiates and pursues legal action when necessary

Participates in the preparation of training materials for use in public health training courses

May conduct public hearings and group discussions related to public health programs, regulations, or proposals

May assign and/or supervise the work of others.

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of five (5) years of experience in public health work or related field

Graduation from an accredited four (4) year college or university with major course work in social services, public health, micro biology or a related field. Masters degree in stated field preferred.

Bilingual (Spanish and English) with ability to converse fluently in both languages

Certificates, Licenses & Registration

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, & Abilities

Knowledge in leadership, management, budget, grant knowledge, evaluation, and supervisory skills

Knowledge of social, economic, and public health issues; of public health laws and regulations; of medical terminology; and of educational techniques and procedures.

Ability to interpret public health laws and regulations; to communicate effectively; and to analyze and evaluate public health needs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY HEALTH & HUMAN SERVICES

ASSISTANT DIRECTOR OF CLINICAL CARE SERVICES

GENERAL DESCRIPTION

Performs senior-level nursing work assisting the Director of Clinical Care Services in the organization, administration, and supervision of the nursing services in Hidalgo County Health and Human Services Department. Assists in coordination of eight (8) clinic sites, including personnel assignments, training and hiring which includes developing goals & resources. Assists in analyzing, developing, implementing and coordinating new and existing programs (Title V, MCH, TB, Immunization, Family Planning, Wellness Health and Hidalgo Fit. Assists with Quality Assurance, accountability & reporting of implemented programs to County and Department of State Health Services. Assists with the activities of public health education, promotion, disease prevention & control in the community. Assists with developing and implementing specialty community clinics including but not limited to Family Planning, Prenatal, Child Health, TB, Immunizations and Communicable Diseases.

EXAMPLES OF WORK PERFORMED

Assists director with nursing supervisors and in planning work operations on a short and long term basis. Will assist in interviewing, hiring, staffing, personnel, evaluation, disciplinary action, etc. Assists director in the operations including the development, implementation, and evaluation of the group's philosophy, goals, clinical practice standards and policies.

Assists director in making changes to accommodate new and fluctuating goals, programs, and needs of patients

Assist and maintains acceptable methods of recording and reporting that provide proper service control, uniform accounting and measurement of program results (Quality Assurance). Assists director in developing policies and procedures in accordance to DSHS program guidelines/standards. Assists in coordinating clinical quality assurance programs and staff development.

Assists director with HCHHSD Billing Division in collaboration with the Budget Manager. Assists director with the oversight of the Tuberculosis, Immunizations, Wellness Program, Maternal & Child Health, Family Planning & STD Programs.

Responsible for the oversight of TB/HIV/STD/Hep B Security Local Responsible Party (LRP) Security Procedures. Assists with HIPPA Compliance for the clinical/medical component.

Assists and/or coordinates with diagnoses and investigates health problems and hazards in the community to include chronic disease prevention and detection; communicable disease detection and strategic intervention and follow up. Assists in emergency response planning.

Assists in mobilizing community partnerships and provides expertise to the community on community health status in order to identify, prioritize and solve health problems to the benefit of the citizens of Hidalgo County.

Participates with management team and with other groups directors in establishing direction and leadership in the organization; Assists in developing department polices, enforcing policies, and enhancing integration opportunities as member of the management staff, under the supervision of the Director of Clinical Care Services.

Participates with the Tuberculosis, Immunization, Title V MCH, OPH, Family Planning & Wellness Program, program budgets which includes; identifying budget needs and developing grant and program budgets in conjunction with the Budget Manager, under the supervision of the Director of Clinical Care Services.

Participates with local, state, and federal resources for potential program funding; identifies funding and project opportunities and provides direction to group staff, community agencies, coalitions, etc. on following up on these opportunities.

Assists as a public health practice resource and community expert on the practice of public health nursing; will coordinate with universities/colleges adjunct staff in assuring that student requirements are met within all state HIPPA and county requirements.

Collaborates with other service providers including institutes of higher learning to share resources to maximize delivery of care.

Assists with review of medical orders in conjunction with the Chief Physician and Clinicians.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Licensed to Practice in the State of Texas as an RN

Ten (10) years or more experience in public health nursing

Ten (10) years or more of experience in supervisory capacity in Public Health; BSN may be substituted for 3 years of required experience

CERTIFICATES, LICENSES, REGISTRATION

Knowledge, Skills, and Abilities

Thorough knowledge of nursing techniques and practices, and the organization and operation of the nursing program

Knowledge of management of supervisory methods

Ability to plan, organize, and supervise the work of healthcare staff

Ability to direct and carry out prescribed medical treatments and therapeutic programs

PHYSICAL DEMANDS:

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WORK ENVIRONMENT:

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The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations