

POSITION: Director of Community Health
STATUS: Full-Time, Benefitted
DEPARTMENT: Community Health
SALARY: DOQ
OPEN: August 19, 2022
CLOSES: September 19, 2022 (First Review of Applications)



JOB SUMMARY: Under the direction of the Local Health Officer, performs professional, administrative, and managerial duties in developing, managing, planning, and evaluating the programs and services in the Community Health Division.

ESSENTIAL FUNCTIONS

- Promotes and protects the health and wellness of the people within the Department's jurisdiction by functioning within the framework of statutes, policies, rules, and regulations of the State of Utah pertaining to Local Health Departments.
- Directs the Division of Community Health including all health promotions, health equity, and public health emergency preparedness programs.
- Works closely with the Health Officer, other Executive Staff, and Program Coordinators in preparing work plans, budgets, grant applications, contracts, and program reports. Assures and develops performance-based program evaluations to achieve continuous improvement in programs and services.
- Directs health promotions programs related to tobacco prevention and control, violence and injury prevention, physical activity, nutrition and obesity, community education, and outreach that educates the public, promotes health, and prevents disease.
- Assists in the development of a community needs assessment; evaluates and analyzes quantitative and qualitative data; makes recommendations for further research and program implementation. Evaluates a variety of data, surveys, economic and social trends of the district, and makes recommendations for program changes. In response to community assessments and data, develops health promotion plans and programs to meet needs of local communities.
- Provides direction for health equity efforts in the department and community, including health equity integration into department programs, developing community partnerships to enhance health equity, and directing community health workers on resource development and promotion.
- Directs the drafting and reviewing of public health emergency response plans, including determination of public health roles and responsibilities in coordination with program staff. Assists program staff in developing emergency preparedness and response training and exercises for internal use and with external partners, and ensures adequate review and evaluation of training and exercise activities.
- Monitors and ensures compliance with federal and state laws, rules, regulations and guidelines; ensures compliance with all Department policies, procedures, and practices.

- Supervises, and evaluates personnel in the Division; identifies and addresses employee performance and/or behavior problems in a timely manner; disciplines employees as necessary and in accordance with policy. Evaluates performance and assures timely completion of employee performance plans and appraisals.
- Serve as an active member of the CUPHD Executive Management team -- providing input, suggestions, and recommendations to all aspects of the mission and goals of the department.
- Attends and participates in various meetings with elected officials, other public agencies, the media, the public, state advisory committees, and professional associations. Appropriately disseminates information relative to health promotions, health equity, and emergency services related topics.
- Performs other related duties as required to assist in the achievement of the Department's mission.

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's degree in public health, public administration, nursing, education or a related field.
- Thorough knowledge of health education principles and practices, social marketing principles, public health theory and practices, population-based health care, public health emergency preparedness, health equity, and related laws and regulations.
- Demonstration of leadership skills, personnel administration, personal and professional integrity, fostering relationships of cooperation, decision-making, fiscal responsibility, communication, and interpersonal skills.

ADDITIONAL QUALIFICATIONS

- Proficient in Google Suite.
- Preference may be given for Certified Health Education Specialist (CHES) certification.
- Must pass a criminal history background investigation.
- Must possess a valid Utah Driver License; out of state personnel are required to obtain a valid Utah Driver License within sixty days of hire date.

This description lists the major duties and requirements of the job and is not all-inclusive. Applicants may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

To Apply: Applications may be obtained from the Central Utah Public Health Department Richfield office or at www.centralutahpublichealth.org. Completed applications can be submitted in person, by mail to Angie Knaphus at 70 Westview Drive, Richfield, Utah 84701, or email angieknaphus@utah.gov. Applications must be received by close of business on the job closing date in order to be considered. Hours of operation are Monday through Thursday 7:30 AM to 5:30 PM and Fridays from 8:00 AM to 5:00 PM. For more information, contact Angie Knaphus at (435) 896-5451.

Central Utah Public Health Department is an Equal Opportunity Employer.