



CASPER-NATRONA
COUNTY HEALTH DEPARTMENT

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Casper, WY 82601
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www.casperpublichealth.org

Job Announcement:

Job Title: Disease Prevention Clinic Director
Opening Date: February 1, 2017
Closing Date: Open until filled
Salary: \$5,800-\$6667 monthly
Job Type: Full-time, Exempt
Location: Casper, Wyoming

General Description:

The Disease Prevention Clinic Director will ensure the delivery of essential public health services and client services through programs that include immunizations, Title X family planning, sexually-transmitted disease clinic, and epidemiologic disease follow-up. Our health department serves the Natrona County community by promoting healthy behaviors and equal access to quality health care and serves as a resource for current and reliable health information. Plans, develops, implements, and administers services based on community health needs. Works with local, state, and federal agencies as well as private and community entities in coordinating Public Health Nursing and clinical activities. Prepares and administers an annual budget for each program. Supervises staff, establishes accountability systems which includes developing and evaluating programmatic and performance evaluations. Assists in preparing, interpreting, implementing, and monitoring of administrative and clinical policies and standards to staff, other providers, and community. Assures compliance with all local, state, federal program requirements and regulations. Provides leadership for mass vaccination clinics, communicable disease/epidemiology investigation, and is competent in public health emergency response.

The Disease Prevention Clinic Director oversees our programs addressing reproductive/sexual health, tuberculosis control, immunizations, family planning, and travelers' health. The position establishes program goals, directly supervises program staff, monitors and advises staff on performance, provides leadership to staff, supervises staff delivery of clinical care for family planning, reproductive health, and immunization clinical services, case management, and counseling of clients, provides clinical care as needed, teaches and counsels clients and families, monitors

program performance against established goals and objectives, provides strategic planning for the program, develops and implements programmatic budgets, monitors contracts and grants, ensures completion of contract and grant deliverables and reports, conducts public health clinics and health education classes, coordinates with Community Nursing Division Director and Public Health Preparedness Program Manager for planning, training, and implementation of emergency preparedness plans.

Specific Duties and Functions:

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Supervisory Duties:

- Acts as first line supervisor for designated staff, including hiring, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with the program's objectives.
- Assigns and directs employees to completion of various duties and functions
- Evaluates effectiveness of care provided by the Disease Prevention program employees.
- Reviews and approves time sheets monthly.
- Compiles statistical data for program monitoring and quality improvement.
- Monitors program activities against annual goals and objectives.
- Prepares reports on program activities and expenditures.
- Works with clerical staff to ensure data collected is accurate. Review data monthly.
- Performs thorough chart audits weekly to ensure accuracy and compliance.
- Remains actively involved in various community meetings, committees, and/or other external groups to receive and convey information.
- Complies, through continuous monitoring, with the Scope of Work through the Wyoming Department of Health. Perform and evaluate the core component of the services related to Communicable Disease Prevention elements.
- Completes all mandated requirements of services, as well as complete the required reports timely and accurately as required.
- Provides monthly summaries of program activities to the Executive Director.
- Continuously maintains an open line of communication to all levels of staff.
- Responsible for leading the bi-monthly nursing meetings and other meetings as needed.
- Works directly with the Executive Director to ensure overall compliance to budgetary and program guidelines.
- Complies and adhere to the mandated guidelines of the Title 10 (Wyoming Health Council) grant requirements.
- Ensure the accuracy and timeliness of all required reports for the Title 10 (Wyoming Health Council) grant.
- Works with all epidemiological findings through follow-up and surveillance requirements for reportable diseases and conditions.

- Represents the agency on local/county/state/national boards, committees or organizations.

Staffing and Education

- Assists with the recruitment and hiring of all Disease Prevention nursing staff, including support staff ensuring that they are able to implement the Public Health Model.
- Assesses and develops strategies to address knowledge and skill gaps of the nursing and support staff.
- Provides adequate orientation, professional development opportunities to remediate gaps in necessary knowledge and skill.
- Assigns caseloads and monitors the Disease Prevention program staff's ability to manage their caseloads within guidelines of the program.
- Provides useful developmental feedback and develops a plan with staff to address performance and resolve issues.
- Builds confidence and skill of the Disease Prevention program staff.
- Provides supervision and evaluation of the Disease Prevention program staff (including annual leave, annual performance review, disciplinary action, etc.).

Budgets and Contracts

- Assists in developing, revising, and evaluating programs goals and the budget process.
- Works with the Executive Director to ensure compliance to budgetary guidelines for their program.
- Understands and actively participates in monitoring the contractual agreements associated with the particular program.
- Monitor the databases and related software that relates to the specific program requirements.

Quality Improvement

- Oversees and ensures accurate data input and utilization of all mandatory reports.
- Reads and interprets reports; shares with team, Executive Director, and other department management.
- Ensures implementation of quality improvement strategies.
Provides routine surveillance of potential client care incidents.

Minimum Qualifications:

- Bachelors degree in related field (nursing, public health, health administration, health promotion, health policy, health education – degrees in other fields may be

considered with evidence of sufficient coursework in these areas) plus a minimum of two years of related healthcare experience

- Ability to provide leadership and problem-solving skills in analyzing clinic needs
- Familiarity of clinical practice and clinic operations
- Excellent customer service skills
- Speak, read, and write English language.
- Successfully complete medical evaluation on hire.
- Successfully complete immunization review on hire.
- Successfully complete drug screening on hire.
- Successfully complete Background and Central Registry Check.
- Possess a valid State of Wyoming driver's license.

Preferred:

- Masters degree in related field (nursing, public health, health administration, health promotion, healthy policy, health education – degrees in other fields may be considered with evidence of sufficient coursework in these areas).
- Three (03) years of supervisory experience.
- Experience with public health programs.
- Experience with women's health programs.
- Experience with infectious diseases and treatment of sexually-transmitted infections

Knowledge, Skills, and Abilities:

- Ability to maintain relationships based on trust, support, and growth with team colleagues, administrative staff, and community partners.
- Ability to evaluate the relevance and importance of theories, concepts, and principles and developing different approaches or plans to fit specific circumstances.
- Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines.
- Ability to communicate with other employees and the general public
- Ability to handle difficult clients.
- Maintain and foster a positive and open work environment is an expectation at all times.
- Proficient computer skills.
- Ability to perform a variety of clerical work, including filing and bookkeeping tasks.
- Ability to work on own initiative with minimum of supervision.
- Ability to follow written and oral instructions.
- Ability to apply administrative practices and procedures.
- Possess problem solving and planning skills.

Responsibility/Accountability:

This position reports to the Executive Director.

ADA Essential Requirements:

Vision adequate for daily work, corrected vision of 20/40- on the Sneller scale.

Hearing adequate for daily work corrected hearing of 30 decibels on the 1000, 2000 frequency scale.

Must have the ability to lift forty pounds from floor to waist level.

Reasonable accommodations will be addressed, based on the Position Description.

Potential Hazards Includes:

Potential exposures to communicable disease from direct/or indirect personal contact.

Use of vehicles/or equipment.

Variety of environmental conditions at work sites.

Injury due to awkward positions, and prolonged computer work.

Exposure to chemical agents, to include reagents, sanitizers and other chemicals that may be associated with routine and incidental assignments.

Performs Other Duties as Assigned:

This position requires availability as needed during community emergencies.

How to Apply:

Interested applicants must submit a letter of intent and resume or curriculum vitae to the Casper Natrona County Health Department. You may submit your letter of intent and resume/CV electronically or mail a hard copy to the following address:

Kelly Weidenbach, DrPH, MPH
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Casper, Wyoming 82601
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