



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
Phone 860-774-7350 / Fax 860-774-1308 / Web Site www.nddh.org

JOB DESCRIPTION

Job Title:	Director of Health
Classification:	Exempt/Non-Union
Reports to:	Board of Health

POSITION SUMMARY: Serves as executive to the Board of Health in fulfilling its public health mandate to provide a full scope of public health services to area residents. As agent of the State of Connecticut, enforces compliance with the Public Health Code and all applicable federal, state and local laws and regulations.

ADMINISTRATIVE RESPONSIBILITIES:

PLANNING:

1. Develops department strategic plan in conjunction with Board of Health.
2. Organizes department workload based on programs and priorities.
3. Establishes policies and procedures for implementation of department plans.
4. Establishes community public health plan based on community needs assessment.
5. Assures access to 10 essential public health services:
 - Monitor health status to identify and solve community health problems
 - Diagnose and investigate health problems and health hazards in the community
 - Inform, educate, and empower people about health issues
 - Mobilize community partnerships and action to identify and solve health problems
 - Develop policies and plans that support individual and community health efforts
 - Enforce laws and regulations that protect health and ensure safety
 - Link people to needed personal health services and assure the provision of health care when otherwise unavailable
 - Assure a competent public and personal health care workforce
 - Evaluate effectiveness, accessibility, and quality of personal and population-based health services
 - Research for new insights and innovative solutions to health problems

FISCAL MANAGEMENT:

1. Develops and monitors department annual budget in collaboration with Finance Committee.
2. Establishes cost containment mechanisms
3. Oversight of financial reporting in compliance with federal (IRS) state laws and regulations.

4. Seeks revenue to support changing public health needs and programs.
5. Writes grant applications and presents to Board of Health

HUMAN RESOURCE MANAGEMENT:

1. Enforces and maintains personnel policies
2. Revises personnel policies in conjunction with the Board of Health to reflect changes in labor law, federal, state laws, and union contracts.
3. Negotiates union contracts on behalf of management delegation in conjunction with Board of Health.
4. Conducts annual performance appraisals of department staff.
5. Fosters teamwork within the department.
6. Encourages professional development of department staff through training and education.

EXECUTIVE RESPONSIBILITIES:

Board of Health:

1. Serves as non-voting member of Executive Committee/Board of Health.
2. Organizes Board of Health committees in conjunction with committee chairperson.
3. Develops agenda for Board of Health meeting in collaboration with Board of Health Chairperson.
4. Prepares pertinent information for review and disposition by Board of Health.

Local/State Leadership:

1. Serves as liaison to Department of Public Health in developing public health policy.
2. Provides public health leadership in collaboration with area health/public service/government agencies.
3. Represents department in media communications and developing public awareness campaigns for public health.
4. Develops health information for public dissemination.
5. Serves as a member/leader in community and participates on state professional boards as appropriate.

SUPERVISED BY: Receives general direction from the Board of Health. Accountable to the Board of Health of the Northeast District Department of Health and the State Commissioner of Health Services.

QUALIFICATIONS: An M.D. with training and experience in public health or a Master Degree in Public Health from an accredited school of Public Health. A minimum of two (2) years senior level management/supervisory experience in a major health setting. Must have Valid Connecticut driver's or equivalent.

The Northeast District Department of Health is an Affirmative Action/ Equal Opportunity Employer.

Pre-Employment drug testing and Motor Vehicle Record release are required.