



The Northeast Colorado Health Department is announcing a vacancy for the position of Northeast Colorado Health Department Director. The director will work under the six-county Board of Health and administers the enforcement of public health laws, rules and regulations, and coordinates and manages health care services in public health clinics. Communications will persist between the director and County leaders, varying health and environmental departments, boards, and commissioners. The director will be a representing force for the department in all public matters in a professional capacity.

This department has been dedicated to the overall well-being of all Colorado citizens within the Northeast region. Sustaining a healthy life style through programs which offer better education for disease prevention and information on exercise and healthy eating have continued to be main focuses. The position that this department holds is vital for the future opportunities of the individuals who will adopt this region and its infrastructure as their own. With steps taken at this current time we can begin to implement policy that will have positive long term effects.

The Northeast Colorado Health Department spans 9,200 square miles of six of the northeastern Counties in the state. These include Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma Counties. This department is devoted to promoting healthy communities and protecting the environment through strong leadership. By covering a variety of functions such as environmental health protection, client services, and promotion and prevention programs, NCHD is committed to providing a better infrastructure for community members to utilize.

For more details about the Northeast Colorado Health Department, our mission, programs and communities check out our website. www.nchd.org

A comprehensive job description is attached for your review. Interested and qualified applicants must complete the attached application and submit it together with a resume to Tracy Amen, Morgan County HR Director. Application packet can be returned either by mail or e-mail. Mailing address is Morgan County HR, Tracy Amen, PO Box 596, Fort Morgan, Colorado, 80701 or tamen@co.morgan.co.us. Application materials are due by end of day September 18, 2017. Please contact Tracy by e-mail if you have questions or need additional information.



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NORTHEAST COLORADO HEALTH DEPARTMENT

JOB TITLE:
Public Health Director
Full Time, Exempt

UPDATED: August 2017

GENERAL STATEMENT OF DUTIES:

This full-time position provides administrative direction and leadership over a District Health Department, which includes direction, management and supervision of all programs and activities and interpretation of their statutory purpose. Administers the enforcement of public health laws, rules and regulations, coordinates and manages health care services in public health clinics.

SUPERVISOR:

Work under the general policy direction of the District six-county Board of Health (eight member board).

PRIMARY DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class. The Northeast Colorado Health Department retains the right to modify or change the duties or essential and additional functions of the job at any time.

Analyze health needs of the District by utilizing demographic and other statistical data.
Perform special studies or surveys as indicated.

Plan, direct, supervise and coordinate a wide variety of health programs including environmental, nursing, laboratory, chronic disease, maternal and child health, tobacco use prevention, family planning, communicable disease, vital statistics, and health education.

Direct District bioterrorism planning and training activities. Act to protect the public health during natural disaster or enemy attack.

Direct the human resources program for the Department.

Select all personnel required by the agency

Give or arrange for health care services such as immunizations, well child clinics, disease investigation and consultation, and other clinic services.



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Work with practicing physicians and other interested community groups in planning and conducting programs.

Study, analyze, and report on quality of service and client attitudes.

Through a subordinate supervisor, direct a public information effort for the District Health Department, including preparation of media materials and presentations, and presentation of programs to local health organizations and general community.

Present the annual budget to the District Board of Health, County Commissioners, and interested public.

Disburse and administer, under the District Board of Health, all federal, state and local property tax, services or moneys allocated to the Department.

Prepare proposed local orders, rules and regulations for consideration by the District Board of Health.

Administer and enforce the public health laws of the State of Colorado, the orders, rules and regulations, and standards of the State Board of Health, Air Quality Control Commission, Water Quality Control Commission, Hazardous Waste Commission, and orders, rules and regulations of the District Board of Health, and resolutions of the Board of County Commissioners.

Advise District Board of Health, County Commissioners and other officials and voluntary agencies on issues relevant to public health.

Serve as primary public health consultant to health care programs or arrange for such professional consultation.

Provide oversight of voluntary and official health programs.

Investigate and control epidemic diseases or arrange for such professional services.

Work cooperatively with the Colorado Department of Public Health & Environment in administering and providing public health services.

Establish and maintain effective working relationships with employees, the public, community-based organizations and other agencies.



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In the event of a public health emergency, issue orders and adopt rules consistent with the laws and rules of the state as the public health director may deem necessary for the proper exercise of the powers and duties vested in or imposed upon the agency or the local board of health

Administer and enforce:

- Public health laws of the state and CDPHE environmental commissions, and orders of the state board of health
- Orders and rules of the local board of health

Exercise all powers and duties conferred and imposed upon agencies not expressly delegated by the provisions of the Public Health Act to a local board of health

Hold hearings, administer oaths, subpoena witnesses and take testimony in all matters relating to the exercise and performance of his or her powers and duties

Act as the local registrar of vital statistics or to contract out the responsibility of registrar in the area over which the agency has jurisdiction

Direct the resources needed to carry out the local public health plan

KNOWLEDGE, SKILLS AND ABILITIES:

Strong community organizational skills. Ability to problem solve, gather facts, evaluate, prioritize and act accordingly. Ability to accept and integrate change. Able to meet deadlines, stay on schedule and accomplish work under pressure. Able to evaluate situations and utilize, create or innovate problem-solving techniques.

Strong verbal and interpersonal skills required to communicate with public and the staff. Public presentation skills.

Ability to read, interpret and apply laws and regulations.

Ability to establish and maintain effective and professional working relationships with employees, the public, community-based organizations and other agencies.

Ability to be able to work as part of a team, be flexible and use appropriate negotiation skills.

Exceptional public speaking skills and ability give presentations and represent the agency in all public matters.



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Exceptional written communications skills and ability to write professional and/or academic style reports, press releases, and summaries.

WORKING ENVIRONMENT:

Activities involve standing, sitting, driving, stooping, kneeling, climbing, lifting and carrying, transferring objects, reaching, pushing and pulling. Office equipment will be used including calculators, copy machines, telephones, keyboards and computers. Skills and activities require fine motor dexterity, good vision, good hearing and clear speaking.

Travel is expected of all staff. Stairs are present in many offices.

The climate and/or temperature may not be comfortable at times

Non-smoking environment.

HIPAA STATEMENT

Maintain sensitive and confidential client information according to the HIPAA policy.

EMERGENCY PREPAREDNESS AND RESPONSE DUTIES

Employee response, as required, to support public health emergencies, incidents and events. Employee participates in all exercises and drills on emergency preparedness and response, as required. Completes trainings identified as appropriate for this level employee.

QUALIFICATIONS

Pursuant to CRS (1) 25-1-508(5)(c)(I), The public health director shall possess such minimum qualifications as prescribed by the state board.

A Non-Physician Director candidate shall:

Have a master's degree in a public health discipline such as public health, environmental health, health education, epidemiology, health administration/policy, biostatistics, etc.; nursing, public administration, health administration or a closely related discipline; and have five years within the past ten years of successful and responsible administrative experience in public health or a closely related field, including at least two years' experience in supervising public health professionals.

A nurse candidate shall be licensed to practice in the state of Colorado within six months of hire.



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Medical Officer: If the public health director is not a licensed physician, a designated medical officer (advisor) shall be employed or contracted (paid or volunteer) by the district or county board of health to advise the public health director on medical decisions and be available at all times to the public health director. The medical officer must be a graduate from an approved medical school (MD or DO) and licensed to practice medicine in the state of Colorado.

A Physician Director candidate shall:

Be licensed to practice medicine in the state of Colorado within six months of hire; have graduated from an approved medical school (MD or DO) and preferably be certified by the American Board of Preventive Medicine or American Board of Osteopathic Preventive Medicine; and have five years within the past ten years of successful and responsible administrative experience in public health or a closely related field, including at least two years' experience in supervising public health professionals.

The Northeast Colorado Health Department is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state and local laws and values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, NCHD celebrates diversity in the workforce.

OTHER

I have received and reviewed the job description for the Public Health Director position.

Signature

Date

BOH President

Date

**NORTHEAST COLORADO
HEALTH DEPARTMENT**
EMPLOYMENT APPLICATION



APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary	
Position Applied for					
Are you a citizen of the United States?		YES	NO	If no, are you authorized to work in the U.S.?	
		YES	NO	YES NO	
Have you ever worked for this company?		YES	NO	If so, when?	
		YES	NO	If so, when?	
Do you have a family member who has worked, or currently works for this company?		YES	NO	If so, when?	
		YES	NO	If yes, explain	

EDUCATION

High School		Address			
From	To	Did you graduate?	YES	NO	Degree
College	Address				
From	To	Did you graduate?	YES	NO	Degree
Other	Address				
From	To	Did you graduate?	YES	NO	Degree

REFERENCES

Please list three professional references.

Full Name		Relationship
Company		Phone ()
Address		
Full Name		Relationship
Company		Phone ()
Address		
Full Name		Relationship
Company		Phone ()
Address		

PREVIOUS EMPLOYMENT

Company	Phone ()
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES NO

Company	Phone ()
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES NO

Company	Phone ()
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES NO

MILITARY SERVICE

Branch	From To
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Rank at Discharge	Type of Discharge
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If other than honorable, explain

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature _____

Date _____