



POSITION POSTING

Date Posted: January 16, 2024
TITLE: Director of Health Promotion and Preparedness (Director of Nursing)
CLASSIFIED: Full Time; FLSA Exempt; Unclassified
PAY RANGE: \$36.86-\$51.62/hr. (\$76,668.80-\$107,369.60/yr.), depending on experience
180-Workday Probationary Period
WORK HOURS: 8:30 A.M. to 4:30 P.M.; some nights/weekends/holidays may be required
IMMEDIATE SUPERVISOR: Health Commissioner

POSITION OVERVIEW:

Wood County Health Department is committed to leading efforts to foster healthy lifestyles across our community. Effective population health initiatives substantially contribute to reducing impacts of chronic disease and improving overall health. The Director of Health Promotion and Preparedness, who may also serve as the agency's Director of Nursing, will play an integral role in leading the development of strategies and partnerships to advance population health and improve the agency's ability to prepare for, respond to and help the community recover from incidents. The ideal candidate will be passionate about public health and have previous, demonstrated experience improving lives in the community.

As a member of the senior leadership team, the Director of Health Promotion and Preparedness (HPP) provides strategic leadership and operational oversight of the health department's HPP Division, which includes the agency's epidemiology, preparedness, and public health nursing programs. This position is responsible for the recruitment, onboarding, management and retention of staff in the HPP Division. The Director of HPP will oversee all aspects of HPP Division programs; foster retention and expansion of public health nursing clients and services; build and establish sustainable population health services, beyond those already in place; develop, implement and maintain policies that position the HPP Division for effective and nimble operations; lead application for, budgeting of, and effective management of Division funds; ensure appropriate use of program funding, in accordance with grant rules and spending authorizations; prepare and provide accurate program reports by established deadlines; provide timely, accurate responses to all grant and other applicable inquiries; and work effectively with agency partners to achieve public health goals and priorities. If qualified, the HPP Director will serve as the agency's Director of Nursing and provide clinical direction for public health nursing services.

MINIMUM EXPERIENCE/QUALIFICATIONS:

- Bachelor's degree (Master's degree preferred) in public health, health education, health and human services, business administration, healthcare administration, epidemiology, or a related field; alternatively, employees qualify if they meet the requirements to serve as the Director of Nursing, which are listed below.
- Minimum of five (5) years' experience in public health, community nursing, population health, or a similar background, with at least two (2) years in a supervisory capacity.
- Must have strong organizational skills, strong analytical thinking abilities, strong attention to detail, work independently, the ability to multi-task, ability to meet deadlines, be a leader who effectively delegates and utilizes staff, and be passionate about growing and expanding public health services.
- Experience working with grants.
- Knowledge of public health laws, regulations and standards for public health nursing.
- Must be proficient in Microsoft Office Suite.
- Must successfully pass background check.
- Must possess a valid Ohio driver's license and reliable transportation.
- Must be able to provide proof of automobile insurance.
- To be qualified to serve as the Director of Nursing, employees shall possess at least a Bachelor of Science in Nursing from an accredited school of professional nursing (Master's degree preferred), ideally with a focus in community or public health nursing and health education. The individual must also maintain an active Registered Nursing license from the Ohio Board of Nursing.
- **NOTE:** An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.