



POSITION POSTING

Date Posted:	April 30, 2024
TITLE:	Assistant Director of Health Promotion & Preparedness / Director of Nursing
CLASSIFICATION:	Full-Time; FLSA Exempt; Unclassified; 130-Workday Probationary Period
PAY RANGE:	\$32.57-\$45.60/hr. (\$67,745.60-\$94,848.00/yr.), depending on experience
WORK HOURS:	8:30 A.M. to 4:30 P.M.; some nights/weekends/holidays may be required
IMMEDIATE SUPERVISOR:	Director of Health Promotion and Preparedness

POSITION OVERVIEW:

Wood County Health Department is committed to leading efforts to foster healthy lifestyles across our community. The Assistant Director of Health Promotion and Preparedness (HPP), who also serves 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. In addition, the candidate must be ready to be part of a Division poised to develop new operational directions, expand services and identify innovative and sustainable, new revenue streams. The Assistant Director serves as the operational lead for the HPP Division and assists in establishing the strategic direction of the division as well as leads the division in the Director's absence. The selected candidate must be well-qualified to participate in specific learning strategies and development goals to ensure continuity of critical leadership roles within the organization.

The Assistant Director of HPP is responsible for planning, supervising, operating, coordinating, and administering public health nursing and epidemiology operations. As a leadership team member, the Assistant Director provides operational oversight and strategic leadership of the health department's public health nursing and epidemiology programs. The Assistant Director of HPP will foster retention and expansion of public health nursing clients and services; build and establish sustainable population health services beyond those already in place; lead the application for, budgeting of, and effective management of program funds; and assist in the development, implementation and maintenance of policies that position the HPP Division for effective and nimble operations. The person that holds this position will also ensure the 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. This position aids in recruiting, onboarding, managing and retaining staff in the public health and epidemiology programs. As the agency's Director of Nursing, the Assistant Director of HPP provides clinical direction for public health nursing services.

MINIMUM QUALIFICATIONS:

- Bachelor of Science in Nursing from an accredited school of professional nursing, ideally focusing on community or public health nursing or health education. A Master's degree is preferred.
- An active Registered Nursing License from the Ohio Board of Nursing. License must be maintained during employment.
- A minimum of five (5) years of public health or community nursing experience, with at least (2) years in a supervisory capacity.
- Must possess a valid Ohio driver's license. License must be maintained during employment.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of public health laws, regulations and standards for public health nursing.
- Must be proficient in Microsoft Office Suite.
- The candidate must have strong organizational skills, strong analytical thinking abilities, strong attention to detail, the ability to work independently, the ability to multitask, and the ability to meet deadlines. The

candidate must also be a leader who effectively delegates and utilizes staff and is passionate about growing and expanding public health services.

Final candidates must successfully pass a background check and provide proof of current automobile insurance.

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.

Application materials accepted until:	The position is filled.
Required documents:	Wood County Application for Employment, cover letter, resume, contact information for at least three professional references. The Wood County Application for Employment can be found here: Wood County Employment Application . Application materials submitted without all required documents will be considered incomplete.
Submit application materials to:	Personnel and Compliance Officer 1840 East Gypsy Lane Rd. Bowling Green, OH 43402 419-352-8402 Ext. 3226 wchdhr@woodcountyohio.gov

The Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you have a disability and would like to request an accommodation to apply for a position with the Wood County Health Department, please email wchdhr@woodcountyohio.gov or call 419-352-8402 Ext. 3226.