

**NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING**

FEBRUARY 12, 2018

DIRECTOR OF CLINICAL SERVICES [Code: DCS1]

The Northern Kentucky Health Department is accepting applications for a Director of Clinical Services to oversee the operations of clinical programs providing professional public health services, act as Director of Nursing for the Health Department and to perform related duties as required. This position is based at our District office in Florence, KY but will frequently travel within our four-county district.

Status: Full-time exempt (paid weekly salary) merit system position
Classification: Director of Clinical Services
Band: 14
Pay Rate: \$1,480.96 - \$2,050/week (based on similar experience)
Reports to: District Director of Health

Essential Functions include, but are not limited to:

1. **Oversees the Clinical Services Division.** (Plans, organizes, directs, and evaluates clinical programs and services including but not limited to WIC, nutrition programs, immunizations, preventative women's health, well-child screenings, Sexually Transmitted Diseases (STD) screenings and follow up, family planning, dental varnishing, Tuberculosis (TB) Control, community outreach programs, and syringe access exchange programs. Prepares and manages the budget for clinical programs and services. Collaborates with other agencies to establish working arrangements. Monitors staffing level and pattern in division. Evaluates efficiency of clinical services provision and program compliance.)
2. **Establishes, communicates and periodically reviews standards and polices for designated clinical services.** (Works with the Medical Director to establish quality standards for clinical laboratory and medical services. Establishes quality standards for clinical and nursing programs and services. Oversees billing and collecting services with third party payers for designated programs. Evaluates and refines programs based on outcomes. Establishes processes and policies for clinical services programs. Reviews/signs guidelines used to provide clinical programs/services. Reviews/signs guidelines that nurses use to provide non-clinical public health services. Reviews and approves credentials of Health Department Nursing staff. Reviews and approves credentials of Clinical Services Nutrition staff.)
3. **Consults on public health clinical and nursing matters.** (Analyzes data/information and recommendations from other public health professionals to determine the most appropriate public health response to a given public health clinical and nursing situations. Provides advice and support to boards of health, committees (Clinical Services, Information and Education), and management for making Health Department decisions related to clinical and nursing services. Provides advice and support to public health professionals for managing public health clinical and nursing matters. Acts as Director of Nursing for Health Department.)
4. **Provides public health education and mentoring.** (Oversees implementation of individual and/or group public clinical and nursing education programs for professionals and students in a public health-related discipline. Precepts students as assigned. Provides ongoing consultation, collaboration, and mentoring to public health clinical and nursing personnel inside and outside the Health Department. Develops and delivers professional presentations concerning public health clinical and nursing matters to professional and lay audiences. Gathers and disseminates information about changes in health care system, policies, laws and professional practice standards that influence clinical and nursing practice. Conducts media interviews related to public health clinical programs and services.)
5. **Supervises assigned staff** (Interviews and makes hiring recommendation to fill staff and student vacancies in division. Ensures direct report(s) have appropriate knowledge, skills, abilities and equipment to perform their duties. Ensures direct report(s) comply with policies, procedures and best practices. Approves leave requests. Conducts performance evaluations. Updates job descriptions. Mentors staff to maximize performance. Addresses performance/behavior issues. Reviews work of direct reports as necessary to ensure meeting desired outcomes and results. Recognizes staff's accomplishments/ achievements. Meets with staff as appropriate. Ensures new employees are oriented. Recognizes staff's accomplishments/achievements.)
6. **Functions as a member of Senior Staff.** (Represents Health Department. Participates in development of administrative policies and procedures. Makes recommendations regarding the future of the Health Department. Collaborates with other divisions/units in the Health Department. Advises District Director of Health as appropriate.)
7. **Provides direct public health services as needed** (Provides Public Health nursing and clinical services as needed. Provides other related public health services.)

8. **Completes special projects** (Responds to public health emergencies as assigned. Completes other special projects).
9. **Performs other duties** (Attends work as scheduled or use approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Participates in internal and external meetings. Serves on internal and external committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned reports).

Minimum Qualifications:

Minimum qualifications for include all of the following prior to appointment date:

- A current license to work as an RN in Kentucky.
- A valid, active, driver's license.

And either of the following:

- A Master's degree in Nursing or closely related field from an accredited university plus 4 years of full-time experience as a nursing manager in a hospital, clinical, or community setting, with 2 years in a supervisory capacity.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.
- Must attain CPR certification within 1 year of appointment date and maintain it throughout incumbency.

Desired Qualifications:

Same as above plus prior Public Health experience.

To Apply:

Apply through CareerBuilder ONLY (www.careerbuilder.com).

Paper applications, faxed applications, and e-mailed applications will be discarded without consideration.

For immediate consideration apply by 5:00 P.M. EST on 2/20/2018.

Applications will be accepted as long as the position is posted on CareerBuilder.

Northern Kentucky Health Department Human Resources – DCS1

web: WWW.NKYHEALTH.ORG

EEO/M/F/Vets/Disabled/H