

Administrator

Doniphan County Health Dept./Home Health

Job Description

Under the supervision of the Doniphan County Commissioners/Board of Health, as the governing body, the Administrator is responsible for the management of the Agency, including public health and home health services to the extent that authority is delegated by the Governing Body. The Administrator assures that all policies and procedures are followed according to Federal, State, Local, Agency, Nurse Practice Act, Regulations and Laws. Work with the County Commissioners/Board of Health, staff, volunteers, and Advisory Boards in assuring that the Agency provides quality, safe, effective services, whether those services are in a clinic setting, at home, or in the community. Performs the following duties:

ESSENTIAL FUNCTIONS

1. **Communication:** Assure that the channels of communication are effective and efficient by and between the Boards, staff, contracted entities, general public, and volunteer for coordinating services, meeting client and/or program comment/needs/regulations, etc.

Competencies

- A. Recruit and retain Public Health/Home Health Advisory Board Members.
- B. Identify and communicate Governing Board/Advisory Board roles.
- C. Train and orient new Governing Board and Advisory Board members
- D. Keep boards/staff informed of organizational activities, progress and problems.
- E. Routinely update the Board members and staff with ideas and suggestions.
- F. Is receptive to Board members/staff ideas and suggestions.
- G. Makes sound recommendations for Boards actions, and facilitates the decision making process for the Boards.
- H. Accept Boards' criticism as constructive suggestions for improvement.
- I. Delegate communication tasks to management staff as applicable.
- J. Assures scheduling and holding of all staff meetings, management meetings, management conferences, applicable committee responsibilities, etc.

2. **Personnel Management:** Responsible with delegated management, all personnel related matters, according to established Agency, County, Management, State, and Federal, policies, procedures, and laws.

Competencies:

- A. Assure the appropriate supervision of employees and other personnel duties, by delegated management staff.
- B. Develop and maintains appropriate Agency personnel policies, and adheres to County employee policies.
- C. Develop and maintains appropriate salary and raises and take requests to Board of County Commissioners.
- D. Assure development and maintenance of appropriate job descriptions.
- E. Advertise, recruits, and hires qualified staff and contracted services or assures delegation of such.
- F. Assure recruitment of volunteers as necessary.
- G. Assures appropriate delegation of responsibilities and tasks to staff, contracted services, and volunteers.
- H. Assure appropriate supervision of staff, contracted services and volunteers.
- I. Assure appropriate orientation and training/in-servicing of staff.
- J. Assure appropriate evaluation, counseling, and termination of staff.
- K. Assure appropriate communication, training, follow up, per policies with the Doniphan County Health Officer.
- L. Manage conflict.

3. **Fiscal Management:** Responsible for the overall fiscal accountability and program financing of the Agency.

Competencies:

- A. Assure grant/program fiscal compliance with Agency, State, and Federal requirements.
- B. Integrate knowledge of funding requirements in program management.
- C. Utilize Agency/program goals to generate budget.

- D. Conduct studies to establish patient fees and salary projections.
- E. Make appropriate expenditure decisions.
- F. Negotiate contracts and leases.
- G. Assure that audits are completed and respond to funding requirements.
- H. Delegate tasks to Clinical Directors as applicable.
- I. Assure accuracy of record keeping by the delegated staff.
- J. Responsible for the assessment, development, and application for financial resources or fund raising to meet the Agency Mission.
- K. Assure change in programs and staffing to maximize program financing.

4. **Risk Management:** Responsible for the assessment of potential risk of the Agency and its employees both programmatic and fiscal.

Competencies:

- A. Interpret regulations/guidelines and communicate such with appropriate personnel.
- B. Assure compliance with regulations.
- C. Review Performance Improvement/fiscal/program audits and implement corrective action/changes as recommended.
- D. Review with Board and updates Agency employee policies/procedures, fiscal policies, and management policies at necessary.
- E. Review fiscal data to assess program solvency.
- F. Responsible for development, implementation, enhancement, and ongoing monitoring of quality management of the Agency programs.

5. **Grant Writing/Reporting:** Responsible for the writing, reporting, and outcomes of the Agency grants.

Competencies:

- A. Coordinate grant writing and reporting activities with supporting staff in a timely manner according to each grants specified criteria for fiscal and statistical documentation.
- B. Use local health data and community health assessment information to drive grant writing activities to meet the needs.
- C. Meet regularly with program staff to assess grant activity delivery and to note whether outcomes are achievable.
- D. Investigate potential grant resources for program enhancement or development.

6. **Public Relations:** Responsible for the Agency information and education activities to assure public access to services. Works with staff and Boards to develop and promote Agency image and services.

Competencies:

- A. Collaborate with the staff and the Boards on any public relations plans.
- B. Assure communication with staff on public relations activities.
- C. Represent the Agency in a positive manner at public forums.
- D. Assure updating of the Agency brochures, handouts, client information packets, etc.as deemed necessary.
- E. Represent the Agency to the media.
- F. Delegate to program staff public relations activities as outlined in their respective job descriptions and in the public relations plan.
- G. Design new/other methods of informing the public on program availability.

7. **Public Affairs:** Responsible for the working relationship and education of policy makers/public on behalf of the Agency.

Competencies:

- A. Provide information to the public and other agencies regarding Public Health, Environmental Health and Home Health programs/regulations as needed.
- B. Liaison between Agency and State/Federal entities.
- C. Establish and maintain a support network with other community agencies.
- D. Establish and maintain Agency support base among clients, community groups, and general public.
- E. Knowledgeable in Medicare/Medicaid rules and regulations for Agency programs.
- F. Knowledgeable of public health laws and provides information to the public as needed.
- G. Monitor and provide input on legislative issues to policy makers on local/state/national level.

H. Provide educational presentations within the community giving talks, assisting with health fairs/events, disasters, or on Boards as representative of the Agency.

8. **Coordination of Public Services:** Assures Agency coordination of service with state and community agencies as needed or required. Assures assessment of reported, or data identified public health problems and appropriate action is implemented as federal, state, and local regulations allow.

Competencies:

- A. Understand and stay current with the needs of people served.
- B. Assist staff in assuring public's referral to applicable resources.
- C. Assure participation by the Agency in service coordination with appropriate regulatory and community agencies.
- D. Perform or assures appropriate client/inspection services as requested/required.
- E. Attend in-house and community meetings to enhance knowledge of current issues and coordinate Agency Services.
- F. Assure appropriate application of HIPAA regulations when indicated and perform HIPAA Privacy Officer duties.

9. **Facility Management:**

Assures the appropriate maintenance of facility/equipment, meeting of required regulations, and the necessary equipment and space for staff performance of duties.

Competencies:

- A. Responsible for day-to-day operation of building/equipment.
- B. Work with Clinical Directors in developing coordination of housekeeping services, equipment, mechanical repair/replacement, and purchasing of supplies.
- C. Assure facility meets ADA, OSHA, Fire, and etc. regulations.
- D. Responsible for staff/storage space development, and staff configuration for best work performance.
- E. Work with staff/Board in budgeting for future equipment needs.
- F. Investigate potential funding sources for replace of equipment.
- G. Delegate maintenance responsibilities to the county maintenance staff as appropriate or available.

10. **Time Management:** Follows Agency policies and procedures.

Competencies:

- A. Prepares monthly schedules showing staff attendance and "off "days.
- B. Work overtime for client/public centered services and special meetings based on the need of the Agency.
- C. Communicate changes in work routine to office for continuity of daily work schedule.
- D. Complete assigned tasks by reasonable deadlines.
- E. Routinely review staff's time/mileage records for compliance to policies and procedures.
- F. Coordinate staff to complete delegated duties in an efficient and timely manner within reasonable deadlines.
- G. Assure completion of reports as program, regulations, and agency time frames require.
- H. Motivate staff for increased productivity to meet the standard or exceed.
- I. Design and implement new methodologies to improve paperwork flow and documentation.

11. **Essential Function Summary:**

- A. Prepare and submit Federal and State grant proposals.
- B. Prepares contracts and negotiates services for the department
- C. Prepares departmental budget with assistance of home health office manager.
- D. Develops policies and procedure for health department/home health.
- E. Supervises all staff and completes performance evaluations.
- F. Serves a role in Emergency Preparedness preparation, exercises and real events.
- G. Organizes education, in-service training, and information at staff meetings.
- H. Assist clinical directors in performing audits of patient records as needed to assure Quality.
- I. Provides public speaking engagements on health issues.
- J. Reports to County Commissioners (Board of Health) as necessary.
- K. Serves on community health projects and advisory boards as requested
- L. Assists with immunization clinics,disease investigations, health fairs, community baby shower, Home Health visits/chart reviews and QAPI and public marketing activities.

12. Education and Experience:

A high school diploma or GED is required and an Associate or Bachelor's degree in nursing or business administration or administrative experience in health related field or public health degree. A current Kansas driver's license and reliable transportation are required.

Knowledge, Skills, and Abilities:

Knowledge of:

- Nursing process;
- Principles and procedures of public health and home health;
- Basic principles of bookkeeping/accounting practices;

Ability to:

- Serve as a role model in such areas as loyalty, integrity, appearance, and work habits;
- Work independently;
- Express self clearly in both written and oral form;
- Accept and work with people of differing lifestyles and cultural backgrounds;
- Exercise good judgment in managing crisis situations;
- Maintain flexibility to work more than 37.5 hours per week as required.
- Performs other duties as deemed necessary or assigned.

Supervision:

Directly supervises employees. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; toxic or caustic chemicals and outside weather conditions. Exposure to emerging and/or communicable disease is possible. The employee must be willing to travel between site locations and have the ability to operate vehicles in a safe manner at all times. The noise level in the work environment is usually moderate.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move the equivalent of items over 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.