

Administrator

Doniphan County Health Dept./Home Health

Job Description

The Administrator oversees all agency operations, including public health and home health services, under the supervision of the County Commissioners/Board of Health. This role ensures compliance with relevant laws, policies, and regulations while delivering quality services in clinics, homes, and the community.

Key Responsibilities:

- **Leadership & Communication:**
 - Serve as the primary communicator between the governing boards, staff, and community.
 - Recruit, train, and retain Advisory Board members and staff.
- **Personnel Management:**
 - Oversee hiring, training, supervision, and performance evaluation of employees.
 - Develop and enforce personnel policies and procedures.
- **Fiscal Oversight:**
 - Manage budgets, contracts, and grants.
 - Ensure compliance with federal, state, and agency financial regulations.
- **Risk & Quality Management:**
 - Implement policies to minimize programmatic and fiscal risks.
 - Ensure quality assurance through audits and corrective actions.
- **Grant Writing & Reporting:**
 - Develop and manage grant proposals and reports to support agency programs.
- **Public Relations & Education:**
 - Represent the agency in public forums, media, and community events.
 - Update and distribute public-facing materials.
- **Facility & Equipment Management:**
 - Ensure compliance with ADA, OSHA, and safety regulations.
 - Oversee building maintenance and supply needs.
- **Emergency Preparedness:**
 - Participate in planning, exercises, and response activities.
- **Knowledge, Skills and Abilities**
 - Able to assist with immunization clinics, disease investigations, health fairs, community baby showers, Home Health visits/chart reviews and QAPI, and public marketing activities.

Qualifications:

- **Education:** High school diploma/GED required; RN or public health degree preferred.
- **Experience:** Administrative experience in health-related fields.
- **Skills:** Strong leadership, communication, and problem-solving abilities; knowledge of public health and home health practices.
- **Requirements:** Valid driver's license and reliable transportation.

Work Environment:

- Combination of office, clinic, and community settings.
- May involve occasional exposure to hazardous materials and communicable diseases.
- Physical requirements include the ability to lift up to 10 pounds and perform various physical activities as needed.

The specific statements shown in each section of this job description are not intended to be all - inclusive.

This role is an opportunity to make a meaningful impact on the health and well-being of Doniphan County residents.