

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Allied Health Manager
Department: Health
Revised : September 2011

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Allied Health Manager classification.

GENERAL DESCRIPTION

Highly responsible supervisory and administrative work over the Allied Health Division of the Public Health Department which includes the Youth Tobacco Prevention Program, Health Link, Rowan County Wellness Program, and Care Management Programs. The employee works primarily independently and receives supervision from the Public Health Director, who reviews work through periodic reports, program accomplishments, and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Administers and supervises the programs within the Allied Health Division of the Health Department which includes Youth Tobacco Prevention, Health Link, Rowan County Wellness Program, and additional Health Education Services.

Manages and supervises Care Management Programs including Pregnancy Care Management (PCM) and Care Coordination (CC4C).

Makes recommendations for hire, fire, promotion, and other status changes for staff supervised that is given particular weight by the Public Health Director; evaluates performance and completes performance appraisals for staff supervised.

Counsels employees on individual and team goals and on performance matters; handles routine grievances; and recommends appropriate disciplinary action.

Develops and initiates formal goals and objectives for the Care Management Programs and provides reports monthly and quarterly to staff, the Management Team, and Public Health Director and annually to the Board of Health.

Develops, reviews, and implements policies and procedures for the Programs supervised.

Develops the Division's budget based on expenses and revenue projections for presentation to the Health Director.

Conducts outreach activities to area medical care facilities and social service agencies to promote Care Management Programs through Power Point presentations, marketing/promotional information, and through the Health Department's website. Maintains the Health Department website and brochures and keeps other health education media up-to-date and distributes to the community through various media outlets.

Develops policies and procedures in accordance with the Health Insurance Portability and Accountability Act (HIPAA); acts as the Health Department's Privacy/Security Official for HIPAA; guides all agency activities regarding the use and disclosure of individually identifiable health information, development of HIPAA forms and notices, and training of staff; serves as the primary contact for privacy issues.

Prepares and distributes the annual State of the County Health Report that outlines the quality of life of Rowan County residents across six categories including health, crime, economy, social well-being, education, and civic participation.

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Coordinates the Healthy Rowan! Program, a coalition of community agencies and organizations working to improve the health of Rowan County residents; sets up meetings, coordinates agendas, maintains membership lists, engages support from and collaborates with community partners, and coordinates activities and meetings.

Coordinates the County's strategic planning process to include identifying public health priorities, establishes goals and objectives to address those priorities; prepares periodic reports and presents reports to the Health Director and Board of Health.

Leads the community in preparing the Rowan County Community Health Assessment which includes collecting and analyzing community health data and demographic information, selecting public health priorities, assisting community partners in creating action plans, and educating the community about the plan priorities and interventions.

Prepares grant proposals for funds from appropriate private and governmental sources.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of public health policies and programs.

Ability to manage and organize community members in preparing and implementing community health initiatives.

Ability to compile and analyze data and make appropriate recommendations based upon results obtained.

Ability to evaluate and supervise the work of subordinates.

Ability to effectively communicate, orally and in writing.

Ability to establish and maintain effective working relationships with various publics, county officials, and subordinates.

PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Health Education, Public Health, Public Administration, or related field and five years of administrative or supervisory experience including three years in a public or mental health program. Master's degree preferred. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**