
Date Posted: 9/10/15
Department: Health and Human Services
Job Title: Public Health and Environment Director
Location: Kiowa, CO
Salary: \$59,397-\$65,337 DOQ
Applications accepted until: 9/30/15

Elbert County is an Equal Opportunity Employer

If interested, please submit application and resume to:
Elbert County Government
215 Comanche St., PO Box 7, Kiowa, CO 80117
Or email: dianna.hiatt@elbertcounty-co.gov
For more information, please call 303- 621-3150



PUBLIC HEALTH AND ENVIRONMENT DIRECTOR

Department: Health and Human Services
Approved by: Director, 8/2015

Salary: \$59,397-\$65,337 DOQ
FLSA: Exempt

GENERAL STATEMENT OF DUTIES

The Public Health and Environment Director is a strong and visionary leader who is responsible for leadership, management and administration of the Public Health and Environment programs. This position actively engages in all segments of the community to focus on the protection and promotion of the health and well-being of all residents and the environment of Elbert County. Director assesses public health needs by planning, organizing, directing, and reviewing the public health services

The Public Health Director reports to the Elbert County Department of Health and Human Services (ECDHHS) Director and the Elbert County Board of Health. This position is responsible for provision, management and supervision of public health services to the residents of Elbert County; develops and implements health policies for the operation of the agency and the protection of the public; advocates and partners with others in the community while providing highly technical and responsible assistance to the staff

Additionally, incumbent will perform the responsibilities of an Environmental Health Specialist or Public Health Nurse. (Please refer to respective job descriptions)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates and evaluates public health and environment activities in agency to ensure balanced and adequate programs and formulates progressive programs designed to meet changing needs of community; implements goals, objectives, policies and priorities for public health and environment services
- Plans, directs, supervises, and coordinates a wide variety of health programs and services including environmental and community health services, disease surveillance and control, emergency preparedness and response, vital records, public information, and health education and promotion

- Manages administrative procedures consistent with state and local laws, rules, and regulations; directs collection, analysis, and interpretation of statistics significant to program planning and budget preparation; serves as Vital Records Registrar with oversight and management of program requirements
- Prepares and submits budget estimates for public health and environment activities to the ECDHHS Director; accepts and administers federal and state funds or other property, services, or moneys allotted to the public health programs; assesses and recommends fees for health services rendered by the local public health department
- Prepares, submits, implements and monitors grants for public health services and provides all required follow-up documentation and reports
- Recruits, selects, and assigns personnel for nursing services; participates in establishing programs for guidance and professional development of nursing and environmental health staff; monitors employee vacation time, sick leave, compensation time, personal time
- Provides reports on activities, progress, and problems of the public health programs and recommends such changes in the laws as are deemed necessary to the Department Director, Elbert County Board of Health, community and state officials
- Develops and implements health programs; manages the investigations and inspections into matters affecting public health; and control of epidemics as well as infectious, communicable, and other diseases and conditions affecting public health
- Reviews all public information efforts for the public health programs including the preparation of media materials, press releases, and presentations to health organizations or the general public
- Prepares for and acts in emergency or disaster situations to address public health issues; participates in day and evening meetings with medical and other health professional groups and individuals; prepares and present reports, statements, and speeches
- Reviews current medical literature, public health alerts, reviews, recommendations, and advisories to determine if changes in current practices need to be made; directs public information regarding important health issues
- Attends seminars, conferences, workshops, classes, on-line training, etc., as appropriate to enhance and maintain knowledge of trends and developments in field; reviews professional journals, attends association and professional meetings; and otherwise maintains contacts with professionals to facilitate exchange of information in order to remain current as a technical and medical consultant to staff and public
- Consults with community health care providers on outbreak situations and with individual patients who have communicable disease issues; issue medical alerts to health professionals and the public as needed

SKILLS AND ABILITIES

- This is a senior level position which requires thorough knowledge of the principles and practice of public health programs
- Knowledge of leadership, management, administration and communication theories, principals, and practices

- Knowledge of community resources, agency rules, regulations and procedures related to public health and environment resources
- Ability to assess agency programs, which involves analysis relative to agency data, public policy, public health systems and program evaluations
- Demonstrated ability to establish, develop, and sustain key working relationships with a variety of local, state, and regional organizations ranging from local governments to regulatory agencies to community-based organizations
- Computer skills essential
- Ability to be diplomatic and tactful
- Able to travel and attend regional and/or state public health meetings
- Ability to embody the values of teamwork, respect, integrity, innovation and ongoing personal and professional development
- Ability to manage money in a prudent, sensible manner including understanding and working with budgets
- Excellent written and verbal communication skills are a must
- Ability to work under stressful conditions
- Skill in conflict resolution
- Ability to independently analyze complex situations, formulate plans and make quick decisions, as needed
- Shares responsibility for building cohesiveness throughout the County Department and among other County offices with attention to building a positive image within the community
- Understanding, interpreting and communicating complicated and technical statutes, regulations, policies, procedures and protocols
- Using tact, discretion, initiative and independent judgment within established guidelines
- Knowledgeable about all statutes and regulations regarding the protection of confidential information

KNOWLEDGE

General knowledge of the following: Public health laws of the State of Colorado; rules, regulations and standards of the Colorado State Board of Health; the orders, rules, regulations, and standards of the county; ethical guidelines applicable to the position and outlined by professional standards of care

Knowledge of ethical guidelines applicable to the position and outlined by professional standards of care

RESPONSIBILITY

Position reports to the Director of the Elbert County Department of Health and Human Services and the Elbert County Board of Health. Position requires ability to work autonomously with extensive knowledge of the rules and

regulations regarding public health and environment practices in the State of Colorado. Work is reviewed periodically for results obtained. Although decisions must be compatible with the available guidelines and laws, considerable judgment must be exercised.

Position directly supervises public and environmental health employees and carries 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.

PERSONAL WORK RELATIONSHIPS

This highly visible leadership position requires contact and professional communications with community members including children, Board members, legal, medical, behavioral health and school professionals in addition to community organizations, agency staff members, county and state staff and officials.

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Education: Graduation from an accredited college or university with a master’s degree in public health related discipline such as public health, medicine, nursing, environmental health, health education, health administration/policy, or closely related field.

Preferred Education: Degree in Environmental Health or Nursing

Experience:

- Minimum of five years in the past ten years of administrative experience in public health or related field
- Two years of supervising public health professionals

Certification(s):

- If a physician or nurse, must have a license to practice in Colorado within six months of hire

ADDITIONAL REQUIREMENTS

- Must possess a valid driver’s license issued by the State of Colorado
- Acceptable Motor Vehicle Record
- Must be able to pass a criminal background check
- Bilingual a plus

PHYSICAL EFFORT, WORK ENVIRONMENT

- Normally individual performs work indoors in a controlled standard office environment
- Meetings off site are necessary when appropriate
- Moderate noise-many public health and human services clients are children
- Appearances are required at community and statewide meetings
- Considerable travel is required at times

Physical Requirements of Position:

The following are some of the physical demands commonly associated with this position.

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|----------------------|--------------|
| Driving: | Occasionally |
| Balancing: | Frequently |
| Bending/Stooping: | Frequently |
| Twisting: | Frequently |
| Squatting/Crouching: | Occasionally |
| Kneeling: | Occasionally |
| Crawling: | Occasionally |

| | |
|-------------------|-------------------------------|
| Climbing Stairs: | Occasionally |
| Climbing Ladders: | Occasionally |
| Reaching: | Frequently |
| Standing/Walking: | Frequently |
| Lifting: | Occasionally |
| Lifting: | 1 lb. Minimum/30 lbs. Maximum |
| Carrying: | 1 lb. Minimum/30 lbs. Maximum |
| Push/Pull: | 1 lb. Minimum/30 lbs. Maximum |

Probation Period: Initial six months with potential of one six-month probationary period extension based on Supervisor recommendation and Director approval



PUBLIC HEALTH NURSE

Department: Health and Human Services

Salary: \$

Approved by: Director

FLSA: Exempt

GENERAL STATEMENT OF DUTIES

This position performs comprehensive professional public health nursing services to citizens of Elbert County, promotes health and educates the public on disease prevention in accordance with public health standards and practices and protocol. Incumbent represents the department as a health resource person through community health outreaches, other health programs and activities. This is a blended position requiring clinical skills, teaching ability, community awareness and computer skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs comprehensive public nursing services for individuals, families and the community in one or multiple nursing program areas such as Women's Health, Family Planning, Prenatal Plus, Home Visits, Immunizations, Well Child Health checks, Health Care Program for Children with Special Needs (HCP), Nurse Family Partnership, Mother's First and Disease Control
- Represents the department as a health resource person in the community; Interprets public health programs and policies to individuals, families, community groups, schools, physicians, and other collateral community agencies and service providers
- Promotes the maintenance of health through teaching and counseling, conducting needs assessment and case management, providing direct client care and/or resource coordination, and employing appropriate preventative treatment and health maintenance measures
- Assists in conducting epidemiological investigations related to disease control and infectious diseases. Conducts interviews of individuals and families, documents relevant information, and provides direct client care through administering vaccinations and medications
- Provide assistance in determining social service needs; instruct the patient on community resources
- Collaborates with related community agencies and service providers through client referrals, written and verbal communications, and case/team conferences; Participates in the evaluation of community agencies and service providers and recommends the inclusion/exclusion of service providers for program collaboration
- Formulates and implements plans for nursing and general health care for individuals and families based upon evaluation of needs and a focus on meeting mutually accepted health goals and objectives; Delivers nursing services through clinics, home visits, case management and community outreach programs.
- Performs emergency response roles, as required; Assists in conducting epidemiological investigations related to disease control and infectious diseases. Conducts interviews of individuals and families, documents relevant information, and provides direct client care through administering vaccinations and medications
- Assist with ordering and maintaining supplies necessary for program area
- Maintain and submit required documentation to the Colorado Department of Public Health and Environment

- Collaborate with other county health departments to provide outreach and education for small community groups with respect to immunizations, family planning, healthy living and other health related topics
- Participates in the development of community planning, organization, education, and promotion of public health services through community outreach efforts including serving on community boards and committees and presenting public health education to individuals and community groups
- Advocate for improved health resources and policies that promote health
- Performs other duties of a similar or related level as necessary or assigned

SKILLS AND ABILITIES

- Ability to establish and maintain effective working relationships with clients, co-workers, community agency personnel and state staff
- Ability to work with a diverse set of clients with varying emotional, physical, developmental and socio-economic backgrounds and varying cultural and/or religious beliefs
- Ability to plan, schedule, organize and prioritize workflow/schedule to maintain accurate records and meet deadlines
- Ability to clearly and effectively communicate both orally and in writing
- Ability to utilize current technology with proficiency in document/file management, word-processing, database management, email usage and Internet browsers
- Ability to recognize child and adult protection issues and report them to the appropriate authorities.
- Ability to accept and adapt to changes in the work environment, priorities and program rules and regulations
- Ability to apply nursing principles, practices and techniques
- Respond appropriately to emergency situations
- Skilled in the proper use of medical instruments and laboratory equipment
- Ability to safely drive an automobile or van on public roads and highways
- Accurately maintain customer records with confidentiality according to HIPPA, IRS, Federal, State and Local laws, rules and regulations
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and governmental regulations
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

KNOWLEDGE

- Knowledge of CDPHE rules, regulations and laws
- Knowledge of county policies and procedures, laws and legal processes related to health and human service programs and ability to perform analysis relative to these policies, procedures, laws and processes
- Knowledge of community resources and ability to establish and maintain effective relationships with key collaterals
- Scope and application of pertinent protocol, policy and procedure
- Elbert County Health Department services and community resources

RESPONSIBILITY

Incumbent reports to the Elbert County Public Health Director. Work is reviewed for compliance to procedures, methods, general conclusions, final results and accuracy on a regular basis through supervisory reviews.

PERSONAL WORK RELATIONSHIPS

This position requires contact and professional communications with adults of all ages and family members; medical and mental health professionals; community organizations; other members of the agency and county and state government representatives.

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Education: Bachelor's degree in Nursing is required

Experience: Two years of professional nursing clinical experience

- **Certification(s):** Active Registered Nurse (RN) License in the State of Colorado

All Certifications and Licenses required for this job must be kept current as a condition of continued employment.

PREFERRED QUALIFICATIONS

Bachelor's degree in nursing with two years of direct experience in a public health setting

ADDITIONAL REQUIREMENTS

- Valid Colorado Driver's License
- Acceptable Motor Vehicle Record
- Must be able to pass a criminal background check
- Bilingual a plus

PHYSICAL EFFORT, WORK ENVIRONMENT

Normally individual performs work indoors in a controlled standard office environment. Incumbent is required to attend meetings and trainings within the county and state as necessary. Some program positions require frequent travel to client residences. In the course of traveling to and working in other locations may experience occasional exposure to noise, dust, solvents, fumes, smoke or gases, slippery/uneven walking surfaces and sun. Employee may be frequently exposed to air/blood borne pathogens as a result of continuous contact with the public and children. Incumbent may encounter angry, hostile clients and verbal abuse.

Physical Requirements of Position:

The following are some of the physical demands commonly associated with this position.

- Driving: Occasionally
- Balancing: Frequently
- Bending/Stooping: Frequently
- Twisting: Frequently
- Squatting/Crouching: Occasionally
- Kneeling: Occasionally
- Crawling: Occasionally
- Climbing Stairs: Occasionally
- Climbing Ladders: Occasionally
- Reaching: Frequently
- Standing/Walking: Frequently
- Lifting: Occasionally
- Lifting: 1 lb. Minimum/ 30 lbs. Maximum
- Carrying: 1 lb. Minimum/ 30 lbs. Maximum
- Push/Pull: 1 lb. Minimum/ 30 lbs. Maximum

Probation Period: Initial six months with potential of one six-month probationary period extension based on Supervisor recommendation and Director approval



ENVIRONMENTAL HEALTH SPECIALIST

Department: Health and Human Services
Approved by: Director, 8/2015

Salary: \$
FLSA: Exempt

GENERAL STATEMENT OF DUTIES

This position conducts technical and field work in the areas of onsite wastewater treatment, water quality, zoonosis and other environmental programs; Must have knowledge of environmental disease transmission and principles of environmental health protection; be able to understand and apply environmental health laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Interpret and enforce Colorado regulations for consumer protection (restaurants and retail markets), child care facilities, schools, camps, and emergency situations
- The Environmental Health Specialist should be able to communicate to a group and exhibit the ability to establish and maintain effective working relationships
- Conduct inspections and investigate the sanitary conditions for compliance for facilities and operations, such as: food service establishments, grocery stores, child and health care facilities, jails, solid waste landfills, individual sewage disposal systems, air pollution emission sources, swimming areas, etc.
- Enforce state and Elbert County laws and regulations, and initiate appropriate legal action under the direction of the supervisor
- Collect and synthesize data concerning environmental health related issues
- Perform environmental surveys on referrals from the Elbert County Department of Planning and Zoning for various proposed zoning and/or land use requests and change
- Prepare graphs, charts, and statistical models from synthesized data. Identify and analyze sources of pollution to determine their effects
- Assist in the development of new processes, procedures, and initiatives to better serve Elbert County and its citizens
- Assist in the performance of epidemiological studies for communicable disease outbreaks
- Provide assessment, regulatory compliance, technical assistance, environmental education, and stewardship initiatives for both private and public sectors
- Attends on-going training to maintain/enhance knowledge and skills
- License installers and cleaners who wish to conduct business in Elbert County
- Completes other duties as assigned

SKILLS AND ABILITIES

- Ability to review and interpret various reports such as soils, percolation and water tests
- Must be able to read maps and plat books and have the ability to prepare accurate documents
- Excellent critical thinking, interpersonal and conflict resolution skills with the ability to diffuse hostile and potentially unsafe situations
- Ability to plan, schedule, organize and prioritize workflow/schedule to maintain accurate records and meet deadlines
- Ability to clearly and effectively communicate both orally and in writing
- Ability to utilize current technology with proficiency in document/file management, word-processing, data-base management, email usage and Internet browsers
- Ability to determine suspicion of fraud or intentional program violations
- Ability to recognize child and adult protection health issues as it relates to environmental health and safety and report them to the appropriate authorities
- Ability to accept and adapt to changes in the work environment, priorities and program rules and regulations
- Ability to safely drive an automobile or van on public roads and highways
- Ability to remain flexible and sensitive to customers' needs while effectively managing demands with a high volume of work and frequent interruptions
- Expresses self-motivation and comfort in working independently

KNOWLEDGE

- Knowledge of Colorado State Department of Public Health and Environment rules, regulations and laws
- Knowledge of county policies and procedures, laws and legal processes related to environmental health service programs and ability to perform analysis relative to these policies, procedures, laws and processes
- Knowledge of community resources and ability to establish and maintain effective relationships with key collaterals

RESPONSIBILITY

The incumbent reports to the Elbert County Public Health Director. Work is reviewed periodically for results obtained and for compliance to procedures, methods, general conclusions, final results and accuracy on a regular basis through supervisory reviews.

PERSONAL WORK RELATIONSHIPS

This position requires contact and professional communications with community members, citizens, medical and other health professionals; community organizations; other members of the agency and county and state government representatives

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Education: Bachelor’s degree in environmental science, environmental health or closely related field

Experience: Two years direct related experience in public health and inspections of on-site wastewater treatments systems

ADDITIONAL REQUIREMENTS

- Valid Colorado Driver’s License
- Acceptable Motor Vehicle Record
- Must be able to pass a criminal background check
- Bilingual a plus

PHYSICAL EFFORT, WORK ENVIRONMENT

Incumbent occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to toxic or caustic chemicals, wet and/or humid conditions, fumes or airborne particles. Employee is required to attend meetings and trainings within the county and state as necessary. Employee may encounter angry customers and verbal abuse.

Physical Requirements of Position:

The following are some of the physical demands commonly associated with this position.

- Driving: Occasionally
- Balancing: Frequently
- Bending/Stooping: Frequently
- Twisting: Frequently
- Squatting/Crouching: Occasionally
- Kneeling: Occasionally
- Crawling: Occasionally
- Climbing Stairs: Occasionally
- Climbing Ladders: Occasionally
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- Lifting: Occasionally
- Lifting: 1 lb. Minimum/ 50 lbs. Maximum
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