

## COMMUNITY HEALTH SERVICES MANAGER

### NATURE OF WORK

This is highly responsible professional, administrative, and supervisory work coordinating the activities of the Community Health Services Division.

Work involves programmatic oversight and primary responsibility for leading, directing, and supervising of a comprehensive community health program area including clinic operations, Home Visitation, and Maternal-Child Health focused program implementation. This position reports to and receives direction from the Health Director and is responsible for the division budget and personnel management. Work is performed with considerable independence and is reviewed through conferences and results achieved. Supervision is exercised over subordinate employees.

### EXAMPLES OF WORK PERFORMED

Ensures the assessment of community health status including determining data needs, data collection, factors affecting health, and available assets and resources.

Ensures sound public health informatics principles are applied in gathering, monitoring, and using data and information.

Evaluates, develops, and implements policies, procedures, programs, services, ordinances, and regulations to improve health outcomes and organizational performance using evidence-based information.

Engages in and implements organizational strategic planning and community health assessment and improvement planning.

Determines public health data and information that need to be disseminated and develops messaging and communication strategies.

Communicates appropriately and facilitates internal and external communication among individuals, teams, groups, and organizations.

Applies and demonstrates a commitment to fair access and positive health outcomes working to improve policies, programs, and services to address disparities and promote better health outcomes for all populations

Establishes and maintains collaborative relationships and partnerships to improve community based public health and resilience.

Applies public health sciences to effectively deliver the 10 Essential Public Health Services.

Evaluates, monitors, manages, and determines human and financial resources needed for organizational infrastructure, programs, and services and implements strategies to secure resources.

Ensures implementation of strategies to recruit, train, manage and retain a varied and competent workforce.

Supervises through subordinate supervisors, the activities of a comprehensive community health program including assigning work to subordinate staff, interviewing applicants for employment, and evaluating employee performance.

Negotiates contracts and agreements.

Engages and facilitates individuals, teams, groups, and organizations to identify, monitor, measure, and achieve indicators, goals, and objectives; participates in performance management and quality improvement.

Creates opportunities for creativity and innovation.

Identifies opportunities for, and facilitates, inter-divisional, inter-departmental, and cross-sector collaboration.

Engages elected and appointed officials, peers in other agencies, policy makers and the public to support public health infrastructure.

Maintains regular and reliable attendance.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of health for all populations

Extensive knowledge of public health and public health science, as well as systems, policies, and events impacting public health and resilience.

Extensive knowledge of federal, state, and local laws and regulations pertaining to community based public health.

Extensive knowledge of public and community-based health funding strategies, mechanisms, budgets, and procedures.

Extensive knowledge of performance management and quality improvement.

Extensive knowledge of leadership principles and systems thinking.

Considerable knowledge of the importance of public health informatic systems in implementing and improving community health policies, programs, and services.

Considerable knowledge of public health communication strategies, including risk communication.

Considerable knowledge of negotiation strategies.

Ability to appropriately interpret data and implement quality improvements in plans and program operations.

Ability to facilitate internal and external planning processes.

Ability to communicate effectively with staff, appointed and elected officials, boards and committees, community groups, and the public.

Ability to recognize and describe the varied nature of the population and identify both positive and negative health issues and to implement strategies to reduce the negative health issues.

Ability to identify community needs, assets, and resources.

Ability to apply critical thinking skills in decision making.

Ability to describe factors that affect and improve the health of an organization.

Ability to coach, mentor, and lead others and to plan, assign, organize, and evaluate the work of subordinate professional, administrative, and clerical employees.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with other government agencies, citizen committees, elected officials, the media, coworkers, and the general public.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited nursing program as required for the position assigned, supplemented by a master's degree in public health, health services administration, business administration, public administration, nursing, or related field, and four years of experience in an administrative or supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Current Registered Nurse licensure from the State of Nebraska or approved compact state of residence as defined by the Nebraska Nurse Practice Act.