



Cow Creek Government Office

Public Health Manager

Job Code: 2701
Department: CCH & WC
Location: Roseburg, OR.
Minimum Salary: \$85,000.00

POSITION PURPOSE:

The Public Health Department assists individuals, families, and communities to be healthy, safe and thrive. The Division's services are provided through these program areas: Infectious Disease Control and Prevention. The PH Department provides nursing health assessments, nutrition education and counseling, immunization assurance and vaccine management, Emergency preparedness oversight and planning, population health surveillance and assessment and planning, policy recommendation and proposals. In addition, the PH Department leads the community in implementing the Community Health improvement plan and supports community partnerships and engagement around health issues. The Public Health Program Manager is responsible for planning, oversight, evaluation, and provision of health education and/or service delivery within various specialized public health programs. The PH Manager will have considerable responsibility to develop policies, implement program changes and generally supervise daily program activities through indirect supervision.

The Public Health Manager's primary responsibility is to coordinate the Cow Creek Tribes public health modernization program via the design planning of the essential functions of the public health program, including implementation and evaluation of the ongoing public health components of the public health program. This position will work with the governmental and health administration along with other Tribal PH Managers while receiving technical assistance from the Northwest Portland Area Indian Health Board Tribal Epidemiology Center (NPAIHB TEC).

ESSENTIAL FUNCTIONS:

- **Program planning and development:** Develops, recommends and implements programs and policies and procedures, and establish health services infrastructure. Ensures services are rendered according to legal and professional standards and in compliance with local, state and federal law; Manages annual program reviews; completes community assessments; participates in and leads quality improvement processes.

- **Program management, initiatives and operations:** Oversee and coordinate programs, and ensuring compliance with laws and regulations. Monitors program activities; conducts quality assurance audits; evaluates program outcomes and effectiveness; researches community health care needs and available resources; plans and implements new programs and program changes.
- **Staff management: Management:** Hires and supervises Public Health staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other departments and external stakeholders. Supervising and training staff. Plans, assigns, and monitors employee performance.
- **Budget management:** Managing public health budgets and resources. Assist HOO in development of PH budget; manages the fiscal operations for assigned programs and staff; manages the implementation of fiscal procedures; controls expenditures of administrative and program funds; monitors program budgets and prepares reports
- **Data analysis:** Analyzing data to identify trends and gaps, and making recommendations for improvement
- **Communication:** Communicating with the public, including clients, physicians, hospitals, and other agencies such as the Northwest Portland Area Indian Health Board and the State of Oregon.
- **Record keeping:** Maintaining patient and program records, and preparing required reports
- **Reporting:** Complete required reports as required or requested by the Tribe, the HOO or other outside agencies or funding agencies.
- **Participation in Promotion and coordination:** Participate in state and local organizations to promote and coordinate Public Health care services; serves as liaison with NPAIHB, the State of Oregon and County departments.
- **Working with Grants:** Prepares grant applications and administers grant funds; Research available grant funds and programs; monitors expenditures and collects data to prepare regular grant reports; serves as liaison to granting agency.
- **Communication:** Communicate with management, staff, other Tribal Departments along with outside agencies. Communicate orally and written as required and needed.

QUALIFICATIONS:

- Bachelor's level degree in Public Health, Healthcare Management or closely aligned field required. Master's degree in public health or other closely related area is preferred.
- Minimum two years Public Health experience, five years preferred.
- Experience in supervisory and managing staff.
- One to two years of experience in project management with proven project leadership and success.
- One to two years of experience working with tribal communities or tribal organizations.
- Ability to be a self-starter and work autonomously and independently.

- Advanced user in Microsoft Office Package (Access, Excel, Word, Publisher, PowerPoint)
- Excellent written and communication skills.
- Must be highly organized and motivated and be able to manage complex projects and carry out all responsibilities of the job requirements with minimal day-to-day supervision.
- Must demonstrate discretion, tact, knowledge, judgement, and overall ability in working effectively with federal, tribal and other professionals and facilitating participation and partnership in activities of the program.
- Must be sensitive to cross-cultural differences, and able to work effectively within their context.
- Must be able to travel, as requested.
- Must have a Current Valid Oregon Driver's License.