



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Public Health Supervisor-Communicable Disease

LOCATION: Public Health

HIRING RANGE: \$74,030-\$81,617/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *October 2022*

POSITION TITLE: Public Health Supervisor – Communicable Disease

DEPARTMENT: Public Health

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

As the front line staff supervisor for assigned public health programs, the responsibilities of this position include team leadership and day to day management of all operational issues at the team and department level. The Public Health Supervisor – Communicable Disease is a working supervisor position with responsibility for communicable disease report follow-up including tuberculosis, HIV, STIs, outbreak management, immunizations, and refugee health screening.

As part of the department leadership team, this position will contribute to departmental planning, public health preparedness, communications, performance management, quality improvement, and assurance of the efficient use of resources for the delivery of the highest level of programs and services to advance the health of our communities.

ESSENTIAL FUNCTIONS:

1. Leads program staff in establishing annual team goals and action plans; links staff to departmental and county strategic planning, vision and values; meets individually with team members to link performance to team goals and action plans; leads and facilitates staff meetings and work groups.
2. Assesses customer needs and designs systems to seek customer feedback; evaluates programs within context of community assessment and available resources and recommends changes; leads quality improvement efforts within program area.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

ADDITIONAL ESSENTIAL DUTIES:

1. Collaborates with leadership team to establish annual departmental priorities and goals, assuring departmental resources are used appropriately to achieve the priorities and goals, and to identify key program performance indicators, measure them over time, and analyze them for suggested changes.
2. Builds relationships with community agencies and members who are committed to improving the health of the community; serves as a member and possible facilitator of local collaborative groups; participates as a member of local and state public health committees.
3. Prepares grant proposals and monitors secured grants (data collection, written reports, and fiscal planning/management).
4. Assures key data is collected within programmatic area; monitors and analyzes health data obtained from other sources (i.e. morbidity/mortality data, birth & death data, etc.); participates in community assessments to help determine needs of population and work with governmental and community partners to help fill gaps; prepares data for annual report, state reports, grant reports, and outcome monitoring; maintains departmental databases as assigned.
5. Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health crisis or emergency.
6. Works with Director and fiscal staff to prepare grant and programmatic budgets; searches for federal, state, and local funds to support new and ongoing initiatives; purchases materials and reviews and approves expenditures.
7. Writes and updates internal policies and procedures; assists with policy development within the County government and the community.
8. Presents public health information to local, state, and national public health officials and groups; communicates public health stories to the media (print, digital, social) as assigned.
9. Consults with other program team staff and leaders to develop their skills in partnership, collaboration, and grant proposal preparation.
10. Coordinates in service training and continuing education for departmental staff; coordinates student experiences within the department.
11. Participates in improving agency performance, processes, programs, and interventions through continuous quality improvement.
12. Delivers targeted, culturally appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations, and local code.

13. Ensures program compliance with federal, state, and agency statutes, codes, standards, and policies and procedures.
14. Ensures that appropriate records and documentation are completed to meet service, ethical, and legal standards in accordance with statutes, codes, regulations, standards, policies and procedures.
15. Provides intervention with customers, community, and staff members in the event of questions, concerns, and/or conflicts.
16. Coordinates with department management team to ensure 24/7/365 availability of a public health supervisor or director and assumes Health Officer duties as assigned.
17. Provides leadership and recommendations to develop seamless service provision in routine programs and during a public health emergency (ICS).
18. Reports to work as called in 24/7 in a public health crisis or emergency and performs public health emergency response duties as assigned and consistent with training provided.
19. Participates in public health emergency response training and drills.
20. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and workgroups and contributing to a work environment where continual improvements in practice are pursued.
21. Performs other duties as assigned.

WORK RELATIONSHIPS:

1. Reports to Public Health Director
2. Supervises staff assigned to Communicable Disease Prevention and Control Division.
3. Works with all staff, community partners and customers.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Master's degree in Public Health, Epidemiology, Health Education, Nursing, Environmental Health, Public Health Administration, Public Administration, or closely related field preferred; at a minimum bachelor's degree in closely related field required.
2. Three years professional work experience in a public health or closely related setting.
3. Prior management or supervisory experience preferred.
4. Prior communicable disease follow-up and disease outbreak management experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince, and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
2. Ability to utilize a variety of reference, descriptive, and/or advisory data and information such as medical, patient, and health records and reports; community action plans; staff activity reports, monthly fiscal reports; agendas; grant reports, performance contracts and appraisals; program work plans; budgets; standard operating/policy and equipment manuals; medical and professional texts and literature; census tract maps/data; city/county maps; state/federal statutes, administrative codes, procedures, and guidelines; Requests for Proposals; Public Health Information Network; plus non-routine correspondence.
3. Ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise

- independent judgment to apply facts and principles for developing approaches and techniques to problem resolution
4. Comprehensive knowledge of public health standards, practices, programs, statutes, rules, regulations, and codes.
 5. Ability to apply program planning, development and evaluation principles.
 6. Advanced computer skills: demonstrates ability to use and create new databases and spreadsheets, data queries and reports, presentation and publisher software, and internet searches.
 7. Knowledge of: epidemiology, statistical analysis, disease prevention, universal precautions and infection control, blood borne pathogens, respiratory protection, health promotion, behavioral change, group process, community/organizational development theory and techniques.
 8. Ability to apply time-management skills, exercise independent judgment, and prioritize workload.
 9. Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
 10. Thorough knowledge of the community agencies and resources.
 11. Strong written and verbal communication skills including listening skills.
 12. Ability to apply staff management, training, supervision and evaluation techniques.
 13. Ability to establish and maintain effective working relationships with employees, community leaders, general public, other county departments, agencies and state officials and work with persons with varying levels of education, understanding, and values in a culturally sensitive manner.
 14. Access to a motor vehicle and commitment to meet and maintain the County's automobile insurance requirements..
 15. Ability to work under limited supervision.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.
5. Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping. Feeling and writing and repetitive motions.
6. Ability to work in adverse weather conditions, and uncomfortable indoor environments during a public health crisis or emergency. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as ice/snow, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
7. Exert up to 30 pounds of force occasionally, and/or negligible amount of force constantly to move objects.
8. Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
9. Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

10. Employees may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.