

INGHAM COUNTY JOB DESCRIPTION

DEPUTY HEALTH OFFICER FOR COMMUNITY HEALTH CARE SERVICES

General Summary

Under general direction, the Deputy Health Officer for Community Health Care Services is responsible for managing the Department's Network of Community Health Centers, the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), and the Billing and Reporting Unit. The Deputy Health Officer for Community Health Care Services is responsible to the Health Officer.

Also serves as the chief administrative officer for the Community Health Center (CHC) Board of Directors. In this capacity, he/she is responsible for administering the Department's dual status Federally Qualified Health Center (FQHC) operation assuring operational and Board compliance with federal regulations, as well as Board adherence to the co-operative agreement it shares with the Ingham County Board of Commissioners.

Essential Functions

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

- 1). Plans a comprehensive community health services program, identifying program content, staffing needs, budget considerations, range of services to be provided, and goals and objectives of services.
- 2). Negotiates and enters into contracts with health care providers and managed care organizations to provide services to health department patients/clients.
- 3). Analyzes and plans for changes in health care financing that will impact on the capacity of the county to provide services to county residents. Works to inform Health Department personnel and other interested parties about the impact that local, state, and federal health care policies will have on the capacity of safety-net providers to provide services to low-income, uninsured people and others who do not have access to services in the private sector.
- 4). Assists the Health Officer in the efforts to influence funding policies of the State of Michigan and assists in the design and implementation of short and long range strategic planning for the Health Department.

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5). As the administrator for the Department's Community Health Care Services operations, performs the personnel management functions, directly or through mid-level supervisors, of employment interviewing and selection, ensuring training, assigning functions, scheduling, reviewing, and evaluating performance, and addressing employee relations issues.

6). Responsible for the administrative functions of the Department's Community Health Care Services including preparing, monitoring, and amending program and bureau budgets. Administers approved budgets and oversees purchasing and accounts payable activities.

7). Responsible for managing the Department's billing and reporting unit and assuring compliance with uniform billing standards, federal and state statutes and regulations, and for managing the submittal of claims and the Department's accounts receivable.

8). Responsible for securing funds, directly or through mid-level supervisors, from various granting agencies, including preparation, submission, maintenance and reporting to granting agencies.

9). Assures that the CHC Board carries out the duties and responsibilities established by the federal Federally Qualified Health Center program expectations, by the Board By-laws, and by the Cooperative Agreement with the Ingham County Board of Commissioners.

10). Responsible for administrative support to the CHC Board of Directors. Maintains effective relationships with Board members, supports the Chairperson in the preparation of agendas, communications and strategic planning, and meets regularly with the CHC Board of Directors apprising members of the operational status of the FQHC operations.

11). Prepares or oversees the preparation of all community health services reports, ongoing activity reports, program planning and evaluation reports, as well as programmatic reports completed for funding sources. Collects and analyzes data for program planning evaluation and to evaluate program effectiveness.

12). Represents the department and establishes relationships with federal, state and local associations, businesses and agencies. Represents the department to the public, speaking to community groups, explaining health concern matters and encouraging support for programs.

Other Functions:

13). Perform other work duties as assigned.

Employment Qualifications:

Education: Possession of a Master's Degree in Health Education, Public Health, Public Administration or related health or management field. This level of educational attainment and area of academic focus provides the necessary didactic training and knowledge to understand the complexity of health care delivery in the United States and the impact of public policy on this delivery.

Experience: Five years of managerial experience in a large, complex health care system preferably in a federally qualified health center or other publicly supported system (Indian Health Services). This level of managerial experience is minimally required given the complexity of the Department's Community Health Care Services operation. Experience and knowledge of health care industry standards and practice for a large practice network with emphasis on fiscal, operational and delivery management is essential. Additionally, knowledge and experience with federal and state safety net provider grants management and deliverables is an asset.

Other Requirements: Michigan Driver's License

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Walks over uneven terrain and climbs stairs to gain access to work site locations.
Ability to enter and retrieve information from the computer.

Working Conditions:

Works in office conditions.