

**TITLE:** Director of Operations/Communicable Disease Coordinator

**REPORTS TO:** Public Health Administrator

**QUALIFICATIONS**

1. Requires a Bachelors of Science degree in Nursing from a college program which includes a practicum experience in public health nursing, advanced preparation in administration and supervision or a willingness to attain this preparation and four years experience in a generalized family-centered nursing program.
2. Has three years of management experience in a public health related organization.
3. Complies with accepted professional standards and practice.
4. Is self-directed with the ability to work with little supervision.
5. Possesses the ability to use own initiative in plan and executing service.
6. Has excellent observation skills, good judgement, good oral and written communication skills and public relations skills.
7. Is flexible and cooperative in fulfilling all obligations.
8. Demonstrates ability to supervise and direct personnel.
9. Demonstrates ability to establish and further effective working relationships with the general public, school officials, community leaders, members of the professional organizations and governmental officials.
10. Possesses and maintains good physical stamina and mental health.
11. Must be a licensed driver with an automobile that is insured and is in good working order. Proof of current automobile insurance coverage required.

**SUMMARY OF JOB RESPONSIBILITIES**

The Director of Operations is responsible for the overall direction of personal health related services. The Director of Operations assists with, establishes, implementing and evaluating goals and objectives for personal health related services.

**RESPONSIBILITIES AND DUTIES**

The Director of Operations is responsible for the following areas either directly or by delegation:

1. Coordinates, oversees and evaluates all direct and indirect patient/client services provided by agency personnel.
2. Provides guidance and counseling to nursing coordinators and assists them in continually improving all aspects of personal health care services, provided through agency personnel.
3. Assists in the preparation of the agency's budget.
4. Interprets operational indicators to detect census changes and increases or decreases in volume which could impact staffing levels, revenues or expenses.
5. Evaluates performance of Program Coordinators annually or more frequently if appropriate.
6. Assists Program Coordinators to develop skills and techniques in evaluating the performance of personnel.
7. Oversees evaluation, hire and termination of agency nursing personnel.
8. Oversees the maintenance of patient/client records, statistics, reports and records for purposes of evaluation and reporting of agency activities.
9. Assures proper maintenance of patient/client records as prescribed and in compliance with local, state and federal laws.
10. Maintains or delegates the maintenance of adequate and appropriate inventory supplies and equipment for the provision of patient/client services.
11. Assists with the evaluation of organization performance via performance improvement program, productivity, quarterly and annual reviews. Assures the quality and safe delivery of health services provided through the agency.
12. Assures compliance with all local, state and federal laws regarding licensure and certification of nursing division personnel and, maintains compliance to the CHAP standards.
13. Stays informed about changes in nursing and health care; shares information with appropriate agency personnel.

14. Demonstrates understanding of the Organization's mission and values through behaviors which supports this.
15. Represents the organization to other groups, organizations and the general public.
16. Ensures the accuracy of public information materials as appropriate.
17. Perform other duties as assigned.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by the incumbents of this job.

### **WORKING CONDITIONS**

1. General office environment.
2. Community environment
3. Exposure to infectious diseases.
4. In and out of automobile.

### **CONTINUING EDUCATION REQUIREMENTS**

Agency personnel are expected to participate in appropriate continuing education as may be requested and/or required by the public health administrator. The annual minimum requirements for continuing education are 12 hours. All agency personnel must attend mandatory educational programs.