

Northwest Colorado Health

Director of Prevention Services

General Statement of Duties:

An exempt, executive position which plans, directs, assesses, and monitors community health needs and programs of the Agency.

Supervision Received: Reports to the Chief Operating Officer.

Supervision Exercised: Directly supervises and manages assigned prevention services staff.

Essential Functions:

1. Plans, develops, and manages community health programs, including coordinating communication with CDPHE, regional County Commissioners, foundations, funders, physicians, other health care providers, and community leaders.
 - Supervise and support Prevention Services program coordinators and managers: Recommends new programs or service enhancements based upon evaluation of community needs and available resources.
 - Develops program budgets, implementation plans, and monitors outcomes.
 - Continually evaluates current programs for ongoing viability or modification in harmony with agency mission and community response.
2. Responsible for the overall management of specific community outreach programs as well as marketing efforts.
 - Supervises, trains, develops, evaluates, and when necessary, counsels and/or discharges management and/or support staff in designated areas of responsibility.
3. Monitors quantitative and qualitative data for new program development. Secures and/or seeks out additional funding to sustain established programs, providing support in agency joint venture, collaborative, and contractual relationships.
 - Establishes relationships with potential partners; seeks out strategic formal or informal affiliations as appropriate.
4. Leads the department Performance Improvement Quality Assurance Process.
 - Collects and analyzes data to determine the needs of population in service area.
 - Uses data to implement programs to meet community health needs.
 - Identifies health care standards and outcomes to measure compliance with standards.
 - Updates, reviews, and makes policy recommendations to the Quality Assurance/Performance Improvement Committee.
5. Work closely with other programs and departments of Northwest Colorado Health as well as community partners in developing seamless systems of outreach, customer

service, clinical care and referrals for Agency clients.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

Bachelor's degree in a health-related area, business administration, or related field required. Master's degree in a health-related area, business administration, or related field preferred, not required.

Experience:

Two years' experience in health care promotion, healthcare system evaluation, public education and/or program development required, five preferred. Experience in a community health setting preferred. Two years of experience in project and personnel management required five years preferred.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.

Skills:

1. Supervisory skills.
2. General office skills.

Knowledge:

1. Knowledge of public health programs.
2. Thorough understanding of health care environment.
3. Knowledgeable and skilled in community education, public relations, fund development, grant/proposal writing, and communication principles and practices.
4. Knowledge of Social Determinants of Health and Health Equity concepts and ideals.

Abilities:

1. Must be able to coordinate public health team to meet communities' needs.
2. Ability to develop and implement long range plans, business and marketing plans; and facilitates day to day operations.
3. Provides a positive approach to discerning opportunities for improvement or change, taking advantage of the situations, and functioning as a change agent.
4. Accepts responsibility of senior management team member with agency-wide purview and commitment to effective team functioning and results.

Equipment:

1. Daily use of telephone, copier, and other office equipment.

Working Conditions:

1. Position is in a well lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.
2. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date,
(Print Name)

I have received the following job description for my present position.

Signature of Employee: _____

Date: _____