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| WORKING TITLE: HEALTH AND HUMAN SERVICES DIRECTOR | CLASSIFICATION: HEALTH AND HUMAN SERVICES DIRECTOR |
| DEPARTMENT: HEALTH AND HUMAN SERVICES | DIVISION: HEALTH AND HUMAN SERVICES |
| PAY RANGE: NBYCM 38 | FLSA CATEGORY: EXECUTIVE/EXEMPT |
| PHYSICAL REQUIRMENTS: ATTACHED | WORKERS COMP CODE: 8832 |
| PPE: PER WORK LOCATION | REVISION DATE: SEPTEMBER 2019 |

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Plans, directs, and leads the activities, programs, and staff of the County’s Health and Human Services department. Serves as chief executive officer for the development and on-going management of countywide health and human services, including developmental disability services, public health, veterans’ services, and publicly-funded mental health and substance use disorder services. Prepares and administers the department budget, oversees the development and implementation of departmental contracts and intergovernmental agreements, and coordinates department services with other county departments as needed. Ensures public information and access to services. Represents the County in working with the community and external governmental agencies. Serves on the Yamhill Community Care Organization board. Makes policy recommendations to the Board of Commissioners. The incumbent serves as the Public Health Administrator and Community Mental Health Program Director, as defined in Oregon Administrative Rules, as well as the Ambulance Service Area Administrator unless the Board of Commissioners designates another HHS department manager to do so.

The incumbent is expected to apply a high level of creative thinking by identifying policy issues and developing response strategies for the Board of Commissioners; originating and implementing a broad range of proposed programs and initiatives that start as a vision or concept; negotiating various levels of participation by business leaders in partnerships with the county; and creating support and participation by state and local government officials, community leaders and the public.

SUPERVISION RECEIVED

Works under general supervision of the County Administrator with considerable independent judgement.

SUPERVISION EXERCISED

Exercises leadership and general supervision to all Health and Human Services’ managers, supervisors, staff, contractors, and volunteers.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Effectively leads, plans, organizes, reviews and supervises the work of department supervisors, and through them, all department employees, contractors, and volunteers.

- Exercises overall direction of administration and delivery of developmental disability, public health, veterans' services, and publicly funded mental health and substance use disorder services program divisions.
 - a. Collaborates with team for success.
 - b. Plans and develops goals and objectives.
 - c. Implements department changes as necessary.
- Exercises fiscal responsibility and authority over department budget.
 - a. Forecasts resources needed for effective service delivery by the department.
 - b. Prepares the annual department budget; controls ongoing expenditures.
 - c. Evaluates and prioritizes program services to meet objectives.
 - d. Obtains grants from appropriate funding sources and manages grant expenditures.
- Reviews and interprets pending legislation, statutes, and administrative rules pertinent to operation of the department.
 - a. Implements and enforces administrative rules and regulations.
 - b. Assures necessary recordkeeping, data compilation, and other reporting as required by rule or contractual agreement.
- Assures development of required annual or biennial plans.
 - a. Ensures sustainability of programs and objectives.
 - b. Conducts special studies as required.
 - c. Plans and implements new services and programs for divisions assigned.
- Develops and assures that departmental policies meet rule and contractual requirements, aligned with County, state and/or federal guidelines.
- Manages the recruitment and retention of department staff.
 - a. Performs or reviews performance evaluations, as necessary.
 - b. Participates in discipline and development.
 - c. Ensures that department staff implement county policies.
 - d. Oversees the annual staff satisfaction survey and workforce development plan.
- Performs public relations activities to provide information to the community.
 - a. Makes internal and external presentations about department activities.
 - b. Responds to inquiries from the public.
 - c. Develops and maintains relevant media and intergovernmental relations.
- Facilitates collaborative partnerships throughout the community, other agencies and county departments, to support a comprehensive health system.
- Prepares and presents contracts, departmental studies, plans, and reports; provides recommendations to the Board of Commissioners, stakeholders, and public and private entities in a professional manner that facilitates review, input, and decision making on issues affecting the department.
- Performs other related duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Leadership and management principles and practices, including planning, organizing, directing, motivating, and decision-making.
- Characteristics, social implications, and treatment of emotional disorders, mental illness, and chemical dependencies.
- Applying evidence based practices to fidelity.

- Public health policy and practice.
- Human services principles, methods, techniques, practices, and objectives.
- Policy, rules and regulations for psychosocial rehabilitation, public health, mental health, developmental disabilities, veterans services and substance use disorder programs as set forth by the Oregon Department of Human Services and the Oregon Health Authority.
- State and local government systems and political environments.
- Community development models, policies and strategies.
- Principles related to appropriate and relevant data analysis in order to do program improvement.
- Oregon's managed Medicaid models, including the Coordinated Care Organizations.

SKILL IN:

- Developing and maintaining professional relationships, coaching and team-building.
- Communicating orally and in writing, inclusive of presentations to the public.
- Designing policies, overseeing implementation of initiatives and strategies, and evaluating outcomes.
- Organizing objectives, delegating responsibility, training, evaluating subordinate effectiveness and administering necessary development and discipline.
- Anticipating, planning, organizing and managing change.
- Business enterprise activities, including how to effectively build public-private partnerships to advance the County's strategic goals.
- Community Health Assessment and Community Health Improvement Plan activities in order to improve the overall wellbeing of the population of Yamhill County residents.

ABILITY TO:

- Prepare budgets that effectively address program priorities while demonstrating conservation and stewardship of public resources.
- Work independently and delegate responsibility.
- Plan, coordinate and direct staff in providing human services programs.
- Evaluate staff performance and plan development.
- Establish and maintain effective working relationships with staff, colleagues, county officials, volunteer organizations, intergovernmental agencies, and the public.
- Interpret and apply laws and policies to specific problems relating to developmental disability, public health, veterans services, and publicly-funded mental health and substance use disorder services program activities. Plan, develop and implement policies and procedures, and to anticipate and effectuate changes as needed.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.

EXPERIENCE AND TRAINING

Master's degree in behavioral, social, or public health science, special education, public administration, or human service administration; AND at least five years of increasing responsibility or executive leadership experience in public health and or human services programs required. Ten years of formal management experience in public sector health and human services or a related field preferred. Documented experience, training, and ability to manage a large county health and human services department.

OTHER REQUIREMENTS

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY

The employee typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical that of an office. Work also involves travel to other County offices, work locations, and meetings. The employee will encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear, frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.