

## DEPUTY DIRECTOR, PUBLIC HEALTH NURSING SERVICES

### DEFINITION

Under the direction of the Health Officer/Public Health Director, the Deputy Director, Public Health Nursing Services will be responsible for directing, planning, organizing, coordinating and evaluating the Maternal, Child and Family Health Branch programs and functions. The MCFH Branch is one of three content-rich branches in the Public Health Department, and currently includes both large direct service programs such as Women Infants and Children and California Children Services, as well as health education/advocacy/empowerment programs (Black Infant Health, Oral Health), and several public health nursing rich support programs (Nurse Family Partnership, Health Care Program for Children in Foster Care, Transition of Care program, and general public health home visiting). As Deputy Director, Public Health Nursing, the position also provides oversight for public health nursing practice for public health nurses working throughout the department.

### TYPICAL TASKS:

- Assume executive leadership role for adopting and implementing strong quality assurance and performance management attributes across all clinical programs and services reaching across all divisions of the Department;
- Identify and formulate new roles for public health nurses in the reformation of the Health Delivery and managed care systems within the Public Health Department;
- Along with the Public Health Officer and the Emergency Medical Services Administrator, establishes standards for practice, implements, evaluates, monitors and improves programs, and administrative policies and procedures,
- Development and maintenance of division protocols to monitor ongoing operations within the department;
- Provide Public Health and HHS strategy and outcome objectives in the care coordination and case management for patients as they transition between the medical care system and their home/community environment;
- Implement process and system design changes necessary to drive alignment of strategy, efforts and resources to achieve health outcome and cost containment objectives;
- Assure the public health nursing and programmatic/divisional assignments comply with all attributes related to achieving and maintaining National Public Health Accreditation;
- Provide oversight to Public Health clinical and case management quality review-Accreditation Domain 9;
- Establish and maintain positive and productive relationships with Managed Care entities, Community Health Partnership, Patient Medical Homes, and expanded clinical and case management team to include physical and behavioral health as well as County Social Services, community partners and providers;
- Reviews legislation and related reports to ensure compliance with Federal, State and local health regulations, laws and codes;
- Identifies operational problems within a Region or Central Program and formulates appropriate solutions;

- Directs the development of the divisions' annual budget and monitors revenue and expenditure transactions;
- Responsible for the professional development of all nursing personnel, including adherence of appropriate licensure and certification requirements;
- Researches, prepares and interprets administrative, clinical, financial and technical reports and prepares responses as necessary;
- Performs other related duties as required;
- May be assigned Disaster Service Worker duties, as assigned; and
- Performs related duties and special projects as required.

#### EMPLOYMENT STANDARDS:

Considerable training, education and experience which demonstrate the ability to perform the above tasks and the possession of the knowledge and abilities listed below.

The required knowledge and abilities would be acquired through the following education and experience requirements:

Possess a current Registered Nurse license issued by the state of California and must possess and maintain a valid California Public Health Nurse Certificate;

Graduation from an accredited Master's Degree program in Public Health Nursing, Nursing Administration, Health Administration or a related health field;

In addition to the above the knowledge and abilities will be obtained through a minimum of five (5) years' experience in public health nursing, three (3) years of which must have been in a supervisory or administrative capacity;

Possession of a valid California Driver's License prior to appointment and the ability to qualify for and maintain a County Drivers Permit.

#### Knowledge of:

- Principles of organization, administration, management, financial administration, health systems, hospital administration, budget preparation, personnel management, labor relations, and medical group management;
- Local population/Cohort Health Status, trends and achievable health improvement milestones;
- Home visiting, medical/social case management and linking patients and populations to community supports, assets and attributes;
- Integrated Clinical – Population based models for material child health and chronic disease management and control;
- Federal Health Care Reform and implementation strategies, including knowledge of National Strategy for Prevention;
- Models for Chronic Disease Care, Medical Homes, Community Health Hubs and methods for aligning for community supports and assets with the health and social need of diverse patient populations;

- Current trends of Federal, State and regulations related to public health and public health nursing programs;
- General principles, practices, methods of nursing skills and practices in areas of maternal, child and adult health, medical nursing, and communicable disease control;
- Community needs assessment and health care needs of diversified populations consisting of a wide range of social, cultural, and ethnic backgrounds.

Ability to:

- Articulate a new and evolving vision for Public Health Nursing and assure for new competencies that will enable the public health workforce to meet the needs of a changing health care environment;
- Organize broad stakeholder groups to establish common outcome objectives and a unified strategy for achieving them;
- Plan, direct, coordinate and evaluate the overall activities of multi-disciplinary health teams;
- Interpret and apply Federal, state and local laws and regulations;
- Identify personnel and administrative problems, formulate solutions, plan and implement new programs to meet changing needs and evaluate results;
- Create and apply policies, regulations and administrative procedures in the context of budget and administrative functions;
- Respond appropriately to emergency situations;
- Prepare correspondence and reports, and give public presentations;
- Establish and maintain effective working relationships with internal and external customers;
- Communicate ideas and information effectively orally and in writing.