

Ripley County Government

Name : _____

Position and Department: Administrator/MCH
Coordinator/Preparedness Coordinator-Health Department

FLSA Status: Exempt X Non-Exempt _____

Supervisor: David J. Welsh, M.D., Health Officer

Primary Function:
Administrator

Date: 7/31/2013

Revised: 1/21/2021

The purpose of this position is to direct the personnel of the local health department in providing a variety of public health services (medical, environmental, vital records and supportive services) to the community served by the department as appointing authority. Performs a variety of tasks such as planning, financial management, organizing and measuring performance of staff; assess and analyzes the health status of the county; has a close working relationship with state and other partner agencies; incorporates the Core Public Health Functions and ten essential services of Public Health into the practice of the agency.

Responsibilities and essential functions: Agent for Ripley County Health Officer

Essential Duties and Responsibilities: The following duties are normal for this position. **These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Administrator:

- **Administer Budgets & Grants**
 - Prepare Annual budget and submit to County Council
 1. Prepare & submit claims
 2. Prepare & submit bi-weekly payroll
 3. Meet with County Council for additional appropriations or transfers as needed
 - Research new grants to support health department services
 - Submit grant applications
 - Submit grant annual reports
 - Submit request for grant amendments
- **Reports**
 - Prepare Quarterly Reports-submit to Health Officer & Health Board
 - Prepare Annual Report-submit to Health Officer, Health Board, & Indiana Dept of Health
- **Meetings**
 - Field staff-weekly for Progress reports and sync calendars
 - All staff-Monthly for Updates and Progress reports
 - Health Board meetings quarterly and as needed
 - Commissioners' meeting bi-weekly as needed
 - Indiana Department of Health Meeting as needed
 - Partner agencies and committee meetings as needed
- **Investigates complaints against staff**
- **Meets Health Board goals in Health Department**
- **Defines matrix of responsibility of all staff**
- **Ensure staff abide by county Handbook (includes time sheets and paid time off)**
- **Contact Liaison with Indiana Department of Health, Department of Homeland Security**
- **Monitor and assist with all health department activities**
- **Office Support**
 - Maintain office in the absence of essential staff
 - Provide information, assistance and public consultation
 - Issue and write receipts for prepared permits

Preparedness:

- Act as Representative on Local Emergency Planning Committee
- Participate in training and exercises
 - Perform other related essential duties as required
- Complete Attachment A Grant Requirements. Send monthly reports to Indiana Department of Health
- Public Health Fair
- Assist in all emergency response

Maternal Child Health:

- Complete Grant Requirements
- Conduct Safe Sleep Classes for the public
- Perform Car Seat checks and provide car seats when necessary
- Complete home visits
- Complete medical billing

Other:

- Inclusively performs other related essential duties as required by the supervisor.

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| <p>Minimum Physical and Mental Abilities Required to Perform Essential Job Functions:</p> <ul style="list-style-type: none"> • Ability to operate a motor vehicle • Ability to reach, stoop, kneel, crouch, crawl in the routine inspections of field and food establishment inspections/investigations. • Ability to climb/walk rugged terrain • Ability to operate a variety of automated office machines including copier, laminator, fax machine, IDcard machine, poster making machine, telephone, computers/printer, etc. • Ability to operate various training, inspection/testing, and recording equipment including camera, TV/VCR/DVD, power point projector/screen • <p>Environmental Adaptability:</p> <ul style="list-style-type: none"> • Ability to work effectively in an office environment and operate as a team member • Ability to work effectively with high school and elementary students • Ability to work effectively with food establishment owners/operators • Ability to calmly handle irate or belligerent citizens | <p>Special Requirements:</p> <ul style="list-style-type: none"> • Must possess a valid Indiana Driver's License • Possess public speaking skills • NIMS Compliant • INEDDS Certification | | <p>Language Ability and Interpersonal Communication:</p> <ul style="list-style-type: none"> • Ability to comprehend and correctly use a variety of informational resources including Indiana Codes, references books and training materials • Ability to prepare training presentations including power point programs, quarterly and annual reports • Ability to complete inspection/investigation reports • Ability to record and deliver information, explain procedures, maintain confidentiality of restricted information, and to follow instructions • Ability to use and interpret medical, engineering, legal, and counseling terminology and language. • Ability to communicate effectively with the Indiana State Department of Health personnel, Ripley County Health Officer, intended training audience, and the general public verbally and in writing. |
| <p>Work Hours:</p> | <p>8:00-4:00 with an hour lunch, or as necessary</p> | | |

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| Manages Others: | Yes-health Department Staff | | |
| Skills: | | | |
| Qualifications: Minimum training and Experience Required to Perform Essential Duties and Responsibilities: | | | |
| Bachelor's degree in Public Health or related field with three to five years prior experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities. | | | |
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| Supervisor Signature: | | | |
| Employee Signature: | | | |

Print and Submit this form to your supervisor and the supervisor will file it with the Auditor's office.