



Job Title	Assistant Director of Public Health for Nursing and Behavioral Health
Department	Health and Human Services
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

The Assistant Director of Public Health for Nursing & Behavioral Health is responsible for the communicable disease control efforts, all epidemiological functions, local and regional substance use prevention activities, mental health promotion, public health preparedness, and a host of wellness initiatives. They establish long and short-range plans, objectives, and professional performance standards, and shares responsibility for achieving the Public Health Division's goals and objectives.

Supervision

Received	Director of Health and Human Services
Exercised	All full-time, part-time and per diem staff assigned to the Nursing and Behavioral Health program and volunteers through the Town's Medical Reserve Corps.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

Policy & Planning

- Lead the Public Health Division's strategic planning efforts and annual development of goals & objectives, as well as assist and support the Board of Health's public-facing goal-setting process
- Conducts detailed policy analyses, research policies and regulations, and author "case for change" memoranda.
- In conjunction with the Director, develops new public health regulations and revises existing regulations.
- As needed, drafts regulations, bylaws and warrant articles.

Management & Operations

- Assists and advises in the planning, implementation, and evaluation of policies and programs aimed at advancing the strategic and operational goals and objectives of the Health Department and the Board of Health.
- Manages and directs a team of clinical professional responsible for communicable disease investigation, surveillance, and case management, investigating outbreaks and conducting epidemiological surveys of all cases of dangerous diseases to the public health in connection with the Massachusetts Department of Public Health (MDPH) using the Massachusetts Virtual Epidemiologic Network (MAVEN). May occur on a "24x7" basis in emergency circumstances.
- Consults with appropriate medical and nursing professionals to ensure nurse and volunteer clinical duties are fulfilled, including the delivery of health screening programs and wellness clinics for residents and employees.

- Oversees the maintenance and revision of public health records, including electronic records in MAVEN for communicable disease investigation, surveillance, and case management, while maintaining standards of confidentiality.
- Manages vaccine administration through the MDPH MIIS system, and is responsible for the handling, storage, and overall quality control of vaccines and other medications annually.
- Directs the implementation of influenza vaccination clinics, as well as pop-up clinics in response to disease outbreaks, managing and organizing large staff of part-time, per diem, and volunteer nurses and other health professionals.
- Assesses reports of food poisoning and carries out activities necessary for protection of the community, working with the Environmental Health Agent if the outbreak is traced to a public eating establishment, inspecting and issuing licenses for a variety of children's programs including camps for children, toddlers, and infants in accordance with appropriate laws, regulations and procedures, and additionally coordinates with the Environmental Health Agent for the inspection and licensure body art and tanning facilities, ensuring compliance with appropriate laws, rules and regulations.
- Assist and support team members and active Public Health Division participation in at least the following cross-departmental working groups and public committees – Biosafety Committee, Community Crisis Intervention Team (CCIT), Domestic Violence Action Committee (DVAC), Suicide Prevention Coalition, and the Substance Prevention Alliance of Needham (SPAN).

Financial & Administrative

- Assists with the preparation and administration of the division's operating and capital budgets.
- Administer the Public Health Division's largest revolving fund—the Immunization Account—and direct the purchase of vaccines and medications.
- Lead the Public Health Division's efforts to submit for insurance reimbursement for both the vaccine provided and the administration of the vaccine.
- Direct the activities and manage the spending and annual reporting for all of Needham's opioid settlement funds (approximately \$150K annually through 2038).
- Manage grant activities, spending, and both programmatic and financial reporting for a pair of substance use prevention grants, one federal and one state-based.
- Prepares monthly and annual reports, maintains confidential records, researches public health and medical data and evidence-based practices, collecting quantitative and qualitative community data to create, develop and implement health programs.

Communication & Community Engagement

- Provides outreach and education regarding communicable diseases (including but not limited to bioterrorism and immunizations) and other health-related topics to community-based agencies, health care facilities and providers, individuals, and groups, including presentations, trainings, and articles for newspapers and community publications.
- Collaborates with first responder agencies and municipal departments as an active member of the Town's emergency management team, managing the training, exercising, and deployments of Needham's Medical Reserve Corps volunteers and coordinating the administrative requirements associated with the MRC (including CORI/SORI and licensure checks).
- Manages the implementation of substance use prevention and education programs, practices, and policies within the Town of Needham to reduce substance use and to promote positive health and wellness, utilizing the Substance Abuse and Mental Health Services Administration's Strategic Prevention Framework (SPF) in all facets of this work to decrease youth substance use and build community collaboration.
- Coordinates and manages the Needham Public Access Defibrillation Program (PAD), which includes the maintenance and upkeep of automated external defibrillators (AED) throughout Town buildings and the provision of CPR/AED training classes for Town of Needham employees and volunteers.

- Serves as Co-Chair on Needham's Domestic Violence Action Committee (DVAC) and is responsible for managing staff members who support a number of other committees and working groups including the Substance Prevention Alliance of Needham (SPAN), the Needham Coalition for Suicide Prevention (NCSP), and regional four-town MassCALL3 substance use prevention group.
- Represents the Town by preparing cases for court and presenting reports to the Board of Health at monthly meetings.
- Represents the Director and the Public Health Division as needed on Town-wide, regional, and state committees, task forces, and working groups.

Other Job Functions

- The essential functions or duties listed are intended as illustrations of various types of work to be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, and logically related to the position. The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.
- This position may also include the assignment of special projects as appropriate.

Requirements of Work

The following requirements may be substituted by any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities to perform the job:

- Completion of graduate coursework equal to a Master's Degree or higher.
- Four (4) to six (6) years of related experience.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Local, State, and Federal laws and regulations particularly as they relate to public health. • HIPAA privacy laws and how they pertain to work in public health. • Fundamentals of collective bargaining and personnel administration. • Financial budget management and office functions. • Department policies and procedures. • The use of standard office equipment, including computers and relevant software programs.
Ability to	• Maintain discretion as it pertains to confidential information including but not limited to medical and communicable disease records, pending public health-related lawsuits, criminal investigations, and other sensitive information. • Perform varied and highly responsible duties requiring a high level of initiative and independent judgment in the planning, administration, and execution of the department's services. • Supervise and motivate a dynamic staff that provides a broad spectrum of services. • Oversee functional services for managers with no formal supervisory authority. • Research and understand laws, procedures, and policy and apply them to real life situations. • Analyze and interpret quantitative and qualitative data and present findings clearly in written and oral form. • Work independently and prioritize work. • Prepare complex correspondence, presentation, and reports. • Communicate effectively in all modalities. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, contractors, vendors, and the general public.
Skill in	• Budget development and oversight. • Problem solving and organizing complex information. • Strategic thinking and decision making.

	• Oral and written communications. • Public relations. • Technology, including the application of office software and social media in support of Department operations.
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Necessary Special Requirements

- Possession of a valid state-issued driver's license.
- Active and valid credential as a Certified Health Officer (CHO) at the time of hire, or the ability to receive certification within one year of hire.

Preferred Credentials:

- Licensure as a Registered Nurse (RN) in the Commonwealth of Massachusetts is strongly preferred.
- An active and valid credential as Certified in Public Health (CPH) from the National Board of Public Health Examiners is not required, but will be considered a plus.
- Active and valid Cardiopulmonary Resuscitation (CPR) certification and certification as an instructor in CPR is highly preferred.
- Evidence of additional graduate-level (beyond the Master's degree level) course work or continuing professional education in the fields of public health, nursing, community health, or a related field is strongly preferred.
- Documentation of cross-training in other public health functions, especially through certifications or credentials (such as SERV Safe Food Training), is strongly preferred.

Physical Demands

The physical demands described here 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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- Some periods spent in non-office environments, including schools, private homes, day care facilities, and satellite clinics.
- Exposure to possible infectious and communicable diseases, contagions and other biological hazards, requiring exercise of appropriate safety and universal precautions. Utilize proper techniques in handling sharp instruments.
- The employee must occasionally lift and/or move medical supplies and records up to and including 20 pounds.
- Some travel by personal automobile within the Town and surrounding areas.