

JOB POSTING

Howard County Health Department

Date Posted: August 25, 2009

Close Date: Open until filled

Position: Health Department – Nursing/Emergency Preparedness Coordinator

Salary & Benefits: Salaried Position & County Benefit Package

Job Responsibilities: Works under the direction of the Health Officer and Administrator. Plans, directs, implements, and evaluates the programs and services of the nursing and preparedness divisions. Supervises and directs staff activities, and provides for staff leadership and development. Prepares and monitors divisional health department and grant budgets. Directs and oversees health department payrolls, claims, and accounts as applicable. Researches and writes divisional related grant proposals. This position will assist in formulating public health policy with Health Officer, Administrator, Board of Health, and staff. Works closely with the Board of Health: Helps prepare agenda, and participates in Board of Health Meetings. Prepares materials for and may attend County Commissioner and County Council Meetings. Collaborates with the State Department of Health and local agencies to assure public health nursing services are available in the community.

Educational Requirements: Position requires a minimum of a bachelor's degree in a health related science such as Nursing (R.N.), A Master's Degree in Public Health Nursing, is preferred. Has a working knowledge of epidemiology and statistics. Is able to research and write grant proposals. Public health experience is preferred.

Skills required: Good communication skills (oral and written), leadership, assessment, team building, and problem solving skills are needed. Candidate needs to be innovative, self-directed, organized, and be able to prioritize resources to programs and services. Has the ability to plan, implement, and evaluate programs. A working knowledge of the Core Functions of Public health and the 10 Essential Services is a plus.

Please respond to: Dr. Don Zent, Health Officer
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