

POSITION: Health Officer
DEPARTMENT: Health
DIVISION: Administration
WORK SCHEDULE: As assigned
JOB CATEGORY: SO (Special Occupations)
STATUS: Full-time
FLSA STATUS: Exempt
BENEFITS: Health, Life, Dental, Vision, Short and Long Term Disability Insurance, HSA, Retirement plan

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Porter County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Health Officer for the Porter County Health Department, a growing and thriving health department in a time of increased interest in public health. Incumbent is responsible for ensuring maximum health protection to the residents of Porter County.

The Porter County Health Officer is responsible for three critical functions:

- I. Enforce applicable Indiana laws and administrative rules (i.e. regulations), as well as local ordinances and regulations enacted in our community.
- II. Convene and build collaborative relationships between state officials, local elected officials and our community on issues concerning public and environmental health.
- III. Lead efforts to develop, monitor and evaluate data-driven health priorities.

TENURE:

- I. Appointed for a renewable four-year term by the Board of Health and certified by the County Commissioners (legislative).
- II. Serves as a non-voting member of the local Board of Health and as Secretary to the Board. IC 16-20-2-16.

DUTIES:

Monitors community health needs of Porter County and ensures proper planning, development and coordination of all Health Department operations and activities accordingly.

Ensures county citizens are provided with core public health services in accordance with needs and professionally recognized standards, practices and legal requirements. IC 16-20-1-12.

Collaborate with Porter County Board of Health, formulating general health policies and ordinances and developing operating policies and procedures for Health Department accordingly.

Responsible for proper enforcement of all state and local laws, ordinances and regulations governing public health issues and services, including monitoring changes in legal requirements and working with Health Administrator to effectively assess operations and develop, revise and implement new policies, procedures and programs accordingly.

Assists Health Administrator with supervision of Department personnel, including reviewing policies and procedures with staff members, establishing lines of authority, delegating responsibilities and holding staff meetings to review department operations and share professional information for staff development as appropriate.

Establishes criteria to measure the progress and efficiency of the Health Department in performing its legal responsibilities and community relations.

Trains healthcare and public health students, to include residents, nursing students and medical students on systems and practice of public health.

Opportunity to provide hands-on clinical medical services at the Porter County Health Department and at outreach clinics.

Represents Porter County Health Department for a variety of purposes and situations, including attending public health and medical conferences, participating in County and other public meetings, consulting and cooperating with officials from other county, city, township, state and federal departments and health-related agencies for monitoring public health threats, establishing needs and coordinating services.

Develops community support for the Department through making presentations on public health issues and the services provided by the Department to community organizations, health groups, schools and the business community.

Serves as public health spokesperson and approves the public information releases for major threats to public health.

Works with Health Administrator to prepare annual Department budget and present to Health Board and County officials for approval, responding to inquiries as needed. Ensures proper administration of budget upon approval, including reviewing and approving Department expenditures as needed.

Monitors Department operations, ensuring proper maintenance and filing of all Department records, personnel files and reports as required by Indiana State Board of Health (IDOH), County Health Board and other government and regulating agencies.

Oversees compliance regarding the recording and reporting vital statistics in Porter County. IC 16-37.

Serves as public emergency responder, assisting in resolving public health emergencies, including serving on a 24-hour call for emergencies.

Performs related duties as appropriate in coordination with BOH.

POSITION REQUIREMENTS:

Doctor of Medicine Degree (MD or DO) from an accredited medical school, with unlimited license from the Medical Licensing Board of Indiana.

Board certified or eligible by an American Board of Medical Specialties in an area of medical specialization.

Five years experience in a professional medical capacity.

Disclosure of medical practice litigation history.

Thorough knowledge of standard principles and practices of preventative medicine and public health administration.

Emergency management training or experience preferred, but not required.

Working knowledge of standard English grammar, spelling, and punctuation.

Ability to operate standard office equipment, with working knowledge of software for word processing, presentations and spreadsheets.

Ability to work harmoniously with health department staff, the community and governmental officials.

Ability to effectively supervise Department personnel, including reviewing policies and procedures with staff members, establishing lines of authority, delegating responsibilities and holding staff meetings to review department operations and share professional information as appropriate.

Ability to ensure preparation and administration of Department budget and related financial procedures and controls.

Ability to effectively communicate orally and in writing with co-workers, other County departments and elected/appointed officials, Indiana Department of Health (IDOH) and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state and federal requirements.

APPLICATION INSTRUCTIONS:

DOWNLOAD AN EMPLOYMENT APPLICATION and submit the completed application along with a cover letter and CV via email to carrie.gschwind@porterco.org or regular mail or drop off to : Carrie Gschwind, Administrator, Porter County Health Department, 155 Indiana Ave, Ste 102, Valparaiso, IN 46383

Application process open until position filled.