

**Meeting of the Board of Health
St. Joseph County Department of Health
8th Floor Boardroom
March 3, 2025
5:15 pm**

Join Zoom Meeting

<https://us06web.zoom.us/j/82610330110?pwd=ef4rT9gNYSL4xbHYaaAMlp1b47tDwO.1>

Meeting ID: 826 1033 0110 / Passcode: 953250 / Dial In: +13126266799,,82610330110#

I. CALL TO ORDER & ROLL CALL

II. NEW BUSINESS:

25-13 Discussion and Vote – Budget - Assistant Director of Finance

25-14 Discussion and Vote – Job Description and Budget - Assistant Director of Nursing

III. PUBLIC COMMENT: (3 Minute Limit)

The following statement provides guidance for the public comment portion of the meeting, as well as the expected decorum for all conversations during the meeting.

At regular meetings, the public is invited to address the Board for three minutes regarding items posted or not posted on the agenda. Individuals may only speak once during this section of the agenda. Speakers shall properly identify themselves by stating their name and address for the record. Personnel issues are not to be addressed during open sessions of the Board of Health. The Board President may interrupt, warn, or terminate a person's statement if the statement becomes personally directed, abusive, obscene, or inflammatory.

Public comment may be given in person. Input from the public can also be sent to the Board by mail or email via the St. Joseph County Department of Health.

IV. TIME AND PLACE OF NEXT REGULAR MEETING:

March 19, 2025 – 4:30 p.m. 4th Floor Council Chambers.

V. ADJOURNMENT

**POSITION DESCRIPTION
COUNTY OF ST. JOSEPH, INDIANA**

POSITION: Assistant Director
DIVISION or UNIT: Nursing
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: February 2025

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Exempt

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. St. Joseph County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Assistant Director of Nursing (ADON) for the St. Joseph County Department of Health (SJCDoH). The ADON will assist the Director of Nursing (DON) in the planning, organizing, overseeing, and monitoring programs, services, and policies of the Nursing Unit.

DUTIES:

Directs, supervises, and implements immunization public health services and programs for the mobile unit, and for both the South Bend and Mishawaka office locations and their teams.

Directs, supervises, and implements the tuberculosis (TB) health services and programs. Manages assigned areas, personnel, and logistics for day-to-day operations. This includes the scheduling of staff, disseminating education to staff regarding clinic topics, maintaining related records and files, managing clinical systems including Electronic Medical Records, CHIRP, etc. Assists the DON in submitting required documents to the Indiana Department of Health (IDOH).

For both immunizations and TB, collaborates with other SJCDoH Units and community partners to address public health issues and to provide direct health services.

Organizes the mobile immunization clinics and outreach events, and serves as the primary point of contact for community partners. Oversees processes to schedule mobile clinics, schedule appointments, and ensure access to interpretation as needed.

Addresses barriers to access and assists the team in finding creative ways to reach out to the underserved citizens of St. Joseph County. Oversees the Mobile Emergency Response Vehicle's use by the mobile team for events, and organizes maintenance as needed.

Assists the DON as needed with Public Health Nursing, lead services and programming, and School Health as needed.

Oversees payroll for the entire nursing unit.

Assists the DON in supervising and monitoring staff performance. Assists in interviewing candidates, evaluating performance of employees, orienting new employees, and planning and delegating work assignments.

Communicates routinely and in a timely manner with DON regarding the immunization and TB areas so the DON is aware of issues and concerns.

Ensures Nursing Unit representation on community public health projects, committees, and taskforces. Develops strategies for integrating the Nursing Unit with health care providers within the community.

Ensures proper maintenance and filing of Unit records, including reviewing investigation files, developing resource files, and supervising medical records files. Maintains and updates Unit personnel files as needed.

Oversees maintenance of inventory and supplies for immunization clinic. Communicates with DON and the Director of Finance to ensure that both the South Bend and Mishawaka clinics are properly stocked and evenly supplied. Orders will be placed in a timely and cost-effective manner.

Assists with securing grant funding, including providing required documentation, reports, and other information as required.

Attends and helps organize Department and Unit meetings under the guidance of the DON.

The ADON may be asked to assist with other nursing units as needed. Assists the DON with developing, revising, and implementing unit policies and procedures.

Maintains current knowledge of and skills in public health nursing, immunizations, tuberculosis treatment and control, and medical records issues and HIPAA regulations by participating in continuing education and in-service programs, attending workshops, and reading professional articles and journals.

Serves on a 24-hour call for emergencies.

Performs other related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in nursing and at least three (3) years of health care management/supervisory experience required. Possession of required certifications, training, and licensing, including current licensing as Registered Nurse in the State of Indiana and CPR and TB certifications.

Must be at least 21 years of age.

Thorough knowledge of public health nursing and medical investigation best practices and procedures, as well as federal, state, and local regulations and guidelines governing public health nursing operations, with ability to effectively provide medical services, research related resources, perform medical investigations, monitor operations, maintain medical records and files, create policies and procedures, and ensure compliance with all legal requirements.

Practical knowledge of standard policies and practices of St. Joseph County Department of Health, with ability to apply appropriate procedures accordingly.

Working knowledge of County and Department budget processes and ability to properly prepare and administer Unit budget, including ability to effectively obtain and retain special program funding, write grants, compile required reports, and ensure compliance with grant and funding requirements.

Working knowledge of health and social services available to County residents, and ability to implement public health programs, coordinate services, and facilitate referrals as appropriate.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate or difficult persons.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements and Health Insurance Portability and Accountability Act (HIPAA).

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to occasionally work extended, evening, and weekend hours and respond to public health emergencies on a 24-hour basis or from off-duty status.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent operates within general guidelines, where desired results of work product are specified. Incumbent applies agency policies and standards to a wide array of situations which have a major impact on departmental operations and functions. Unusual problems or situations may be discussed with supervisor, and work is periodically assessed for soundness of judgment and conformity with overall departmental standards.

III. RESPONSIBILITY:

Incumbent's duties directly contribute to departmental effectiveness by recommending departmental policies, programs, and standards. Incumbent operates within general objectives and interpretations of objectives are discussed with supervisor. Work product is reviewed upon completion for attainment of departmental objectives and standards.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County and City departments, state departments and agencies, social service agencies, community organizations, media, health care providers, schools, and the public for purposes of exchanging information, rendering service, negotiating, and instructing.

Incumbent reports directly to the Director of Nursing, who reports to the Health Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in standard office and medical clinic environments, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, bending, reaching, crouching/kneeling, handling/grasping/fingering objects, keyboarding, close/far vision, color/depth perception, hearing sounds/communication, speaking clearly, and driving. Incumbent is exposed to normal health hazards associated with public health nursing, including occasional encounters with irate or difficult persons, for which universal health precautions must be followed to ensure safety of self and others.

Incumbent is required to occasionally work extended, evening, and weekend hours and respond to public health emergencies on a 24-hour basis or from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Assistant Director of Nursing for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name

