

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 4721
Grade: 22

Standard Job Description

Job Title
Regional Health Officer

Department
Public Health

Job Summary

Under general direction of the Deputy Director of Public Health Programs, plays a leadership role in community health assessment and planning efforts required for national public health accreditation and certification along with successful implementation and evaluation of designated community health priority plan(s); and progress reporting. Priorities/programs may include behavioral health; chronic disease prevention and health promotion, communicable disease control and prevention; emergency preparedness; epidemiology and health statistics; maternal, child, adolescent, and women's health; STD/HIV; nutrition services; violence prevention; and environmental health. Supports agency-wide initiatives, and represents the agency in various high-level community and professional meetings.

This position is exempt from Career Service under the CCHHS Personnel Rules.

Typical Duties

- Identifies, recommends and, where applicable, executes processes related to community health assessment, planning, implementation, evaluation, reporting, and dissemination, including on-going key stakeholder input.
- Researches, analyzes, and develops policy and program recommendations to address public health and health system challenges, with special emphasis on improving access to healthcare, including behavioral health, and evidenced-based public health programs and resources for under-served populations of suburban Cook County.
- Ensues coordination across the public health system and implementation of initiatives to address designated community health priorities (e.g., behavioral health) or emerging public health issues.
- Assists in the development and strategic implementation of the agency strategic plan and other agency-wide initiatives.
- Promotes communication and cooperation with municipal health administrators, regional representatives, community organizations and others by representing the agency at meetings, discussing public health problems and solution strategies, and helping establish programs and projects to address identified needs.
- Supports activities related to state certification and national accreditation.
- Develops and coordinates with services unit director funding proposals in response to local, state, federal, and private grant initiatives.

Reporting Relationships

Reports to the Deputy Director of Public Health Programs

Minimum Qualifications

- Master's degree in Public Health, Planning or health related field from an accredited college or university.
- Five (5) years progressive postgraduate experience in public health or health care organizations involving similar or related duties and responsibilities.
- One (1) year of grant writing experience.
- The candidate must be trained and certified in NIMS FEMA 100, 200, 700, and 800 within six (6) months of employment.
- The candidate must be trained and certified in NIMS FEMA 300 and 400 within one (1) year of employment.
- Possession of a valid driver's license and access to an insured vehicle.
- Must be available for "on-call" duty as required.

Knowledge, Skills, Abilities and Other Characteristics

- Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.
- Knowledge of Illinois State public health laws and regulations; Cook County Department of Public Health regulations; current principles of public health practice and programs.
- Knowledge of pertinent and appropriate accreditation and regulatory standards.
- Knowledge of related public administration policies at municipal and county levels.
- Knowledge of organizational, administrative and management principles and practices; supervisory techniques: resource allocation; and planning and budgeting.
- Ability to direct a public health program involving a variety of member agencies, volunteer groups, businesses and community service organizations.
- Ability to deal effectively with a variety of governmental and community officials and maintain cooperative working relationships with federal, state and local officials and others.
- Ability to research, compile and analyze comprehensive reports and statistical information.
- Ability to read, interpret, and apply related public health laws and regulations.
- Ability to communicate effectively orally and in writing.
- Ability to make sound discretionary decisions.
- Ability to work well under pressure.
- Ability to represent CCDPH with tact and diplomacy.
- Ability to work effectively as part of a multidisciplinary team.

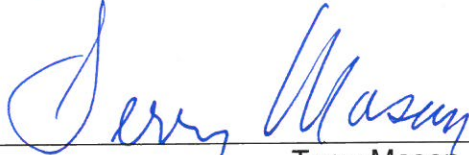
Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:


Terry Mason
Chief Operating Officer

6/30/2017
Date

Approval:

Gladys Lopez
Chief of Human Resources

Date