



**Job Code:** 9442  
**Grade:** 24  
**HCWR:** N

**Job Title**

Associate Director of Nursing, Public Health

**Department**

Public Health

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

**Job Summary**

The Associate Director of Nursing, Public Health administers, directs, and coordinates patient care services and is responsible for the recommendation, development and implementation of policies and procedures consistent with the goals of the Cook County Department of Public Health (CCDPH). Responsible for establishing, monitoring and evaluating the delivery of patient care services, collection and analysis of data to determine divisional staffing patterns, projecting staffing needs, and ensuring adequate staffing. Develops, implements, and evaluates the CCDPH Quality program, and participation in the overall administration of the Cook County Health (CCH) Department of Nursing.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



### **General Administrative Responsibilities**

#### *Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

### **Typical Duties**

- Responsible for the recruitment, interviewing, and selection.
- Provides guidance to direct reports in their recruitment process.
- Provides leadership and direction in accordance with organizational and department goals and objectives.
- Responsible for completion of regular performance appraisals for direct reports, and oversight of adherence to the evaluation process.
- Coaches, counsels, and evaluates direct reports by interviewing, providing for orientation, counseling, and disciplining as parameters and appropriate incentives.
- Plans and maintains a master staffing pattern.
- Provides direction and supervision to Clinical and Leadership staff by:
  - Assigning duties and activities
  - Approving projects and programs
- Analyzing activities/project summaries relative to their value to CCDPH and impact on the quality of patient care.
- Oversees CCDPH programs including but not limited to: APORS (Advance Pregnancy Outcomes Reporting System), Lead Poisoning Prevention, TB Control, and Health Screening and Disease Management.
- Participates in CCDPH Incident Management Team during public health emergency responses.
- Evaluate evidence-based data, programs, and strategies or promising practices to create and modify systems of care and to support strategies that address scientific, political, ethical, and social public health issues.
- Evaluate overall effectiveness, quality, and sustainability of programs; design systems-level quality initiatives and evaluation plans that foster program sustainability; incorporate quality and cost measures for agency program evaluation; and promote the use of technology to improve the evaluation of program quality and effectiveness.
- Model effective communications as member or leader of inter-professional teams and interdisciplinary partnerships, both internally and externally.
- Fosters a diverse public health workforce that supports a just and civil culture.
- Creates strategies that enhance collaboration within and across systems and organizations to address population health issues.
- Develops strategies for determining programmatic budget priorities based on program



**Typical Duties**

outcomes, stakeholder, cost-analysis & financial input from federal, state, tribal, and local sources and develop a programmatic budget using available data.

- Prioritizes and approves contracts and other agreements for the provision of public health services.
- Collaborates with nurse managers to submit grants, monitor grant deliverables, and provides oversight during audits and ensures corrective action plans are implemented for audit findings.
- Adheres to public health and public health nursing ethical standards in all interactions with individuals, communities, and organizations.
- Creates policies, processes, and systems within the organization to maintain standards in practice and accreditation.
- Advances health equity as shared values through community engagement at the organizational and systems level.
- Applies organizational and other theories to guide the development of system-wide approaches to reduce population-level health risks.
- Education Responsibilities
- Collaborates with Nursing Support Services to plan for effective orientation programs for CCDPH Personnel.
- Collaborates with Clinical Specialists and Nursing Support Services to identify the ongoing educational needs of the nursing personnel within CCDPH.
- Facilitates the implementation of programs designed to meet the educational needs of the staff.
- Identifies educational programs and seminars that are pertinent to the educational and professional growth needs of staff.
- Collaborates with Clinical Specialists and Nurse Managers to develop and motivate nursing staff to achieve their potential through participation in educational activities.
- Participates in educational activities for the education of students, paraprofessionals and lay persons.
- Provides for professional growth and development of direct reports and establishes climate conducive to meeting educational needs and efforts of CCDPH.
- Interprets nursing philosophy, goals, objectives, policies and procedures for all personnel, patients, and the public.
- Assumes responsibility for own personal continuing education and developmental needs; attends meetings, workshops and conventions to enrich personal knowledge; growth and skill in providing clinical care for patients.
- Maintains professional leadership and administrative competency.
- Participates in the overall administration of the Department of Nursing Services.
- Serves on committees in nursing, hospitals wide or professional nursing organizations.
- Participates in the planning of administrative programs for the department.
- Assists Nursing Support Services in establishing department standards for QA/I; development of Nursing Department policies and procedures.

**Minimum Qualifications**

- Bachelor's degree in Nursing from an accredited school of Nursing
- Licensed as a Registered Professional Nurse in the State of Illinois or the ability to obtain



**Minimum Qualifications**

license two weeks prior to starting this employment

- Five (5) years of nursing experience with at least one year of Public Health nursing experience
- Three (3) years of experience in supervision and/or management
- Experience and knowledge of Regulatory and Nursing Practice Standards
- Current Basic Life Support (BLS) certification

**Preferred Qualifications**

- Experience with population health management
- Specialty certification in primary assigned service or administration

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of Regulatory and Nursing Practice Standards
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups Advanced personnel management skills, problem resolution and conflict management
- Ability to organize, plan and delegate
- Technical expertise in the assigned specialty

**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.**