



Job Code: 9504
Grade: K-None
HCWR: Y

Job Title
Associate Medical Officer

Department
Public Health

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

Job Summary

As an Associate Medical Officer, the position is responsible for working as part of an interdisciplinary team to provide select personal and broad population health services to the residents of Cook County. This is a leadership position within the department that is expected to monitor and interpret multiple and complex population health status indicators and propose evidence informed policies and practices to improve and promote health and well-being; including providing medical leadership to programs and divisions of the department as well as medical consultation to suburban Cook County providers as needed. Works in a team to provide leadership, support and expertise to personnel and population health practice and activities across all aspects of the department including environmental health, communicable diseases, public health emergencies, health promotion and prevention, and other public health functions. This position reports directly to the Senior Medical Officer.

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

- Practice
- Serves as an attending physician, clinical decision maker, and consultant to clinicians and ancillary personnel in the environmental health, communicable diseases, public health emergencies, health promotion and prevention, and other public health areas of the Department.
- Works in a multidisciplinary clinical team with mid-level providers, public health nurses, environmental, health promotion, epidemiologists, and other public health staff to coordinate and provide necessary clinical input and expert participation in core public health functions.
- Monitors and interprets multiple and complex population health status indicators and proposes evidence informed policies and practices to improve and promote health and well-being.
- Works in a team and with partners to advance the field of public health by adopting evidence informed policies and programs to improve the health and eliminate health inequities in Cook County.
- Conveys sensitive and high stakes health information to educate health professionals, communities and other organizations through a variety of media platforms.
- Provides direct clinical services (consistent with medical specialty and/or board certification) in a clinical setting in the Cook County Health & Hospitals System as assigned.
- Participates in on call response to public health inquiries and emergencies.
- Administrative
- Assess and interprets data and health problems in the areas of communicable diseases, environmental health, public health emergencies and community preventive services.
- Works in a team to design, monitor and maintain public health surveillance systems.
- Defines, assesses, and understands the health status of populations, determinants of health and illness, factors contributing to the health promotion and disease prevention, and the factors influencing the use of health services.
- Supports the Senior Medical Officers in planning, organizing, and administering of the clinical affairs of all units of CCDPH.
- Assists in the response to incidents and outbreaks of communicable diseases, environmental health incidents, or other threats to the health of the public. This may include on-site investigation of outbreaks and other public health incidents as required.
- Under the direction of a Senior Medical Officer, assists in developing and refining



Typical Duties

procedures for outbreak investigation, environmental health incidents, chronic disease, health promotion and disease prevention activities and coordinating CCDPH resources to plan for large-scale response efforts.

- Provides medical consultation and guidance to hospitals, the private medical community, schools, and others in the community regarding environmental and communicable disease control and prevention procedures and methods.
- Consults with the Centers for Disease Control and Prevention, the Illinois Department of Public Health and other state and federal agencies upon direction of a Senior Medical officer or the COO of CCDPH.
- Represents CCDPH at appropriate medical meetings, and on public health and other committees as assigned.
- Assists in the development, review, and revision of policies, procedures and protocols for all units of CCDPH.
- Applies the technical skills necessary to complete work in a timely and efficient manner. This includes, but is not limited to, communication, clinical, word processing, spreadsheets, data base, presentation and statistical software.
- Stays current with issues in public health informatics
- Leadership
- Incorporates ethical standards of practice as the basis for all interactions with organizations, communities and individuals.
- Participates with stakeholders in identifying key values and a shared vision as guiding principles for community action.
- Identifies internal and external problems that may affect the delivery of essential public health services
- Promotes individual, team and organizational learning opportunities.
- Assists in establishing mentoring, peer advising, coaching or other personal development opportunities for the public health workforce.
- Contributes to the measuring, reporting and continuous improvement of organizational performance.
- Modifies organizational practices in consideration of changes in the public health system, and the larger social, political and economic environment.
- Works with community-based organizations and healthcare professionals to assure that legislative and regulatory policies are informed by evidence and address disease prevention and control activities in the community.
- Represents CCDPH at meetings of local, state and national associations concerned with the health of the population as assigned.
- Makes presentations to medical centers, universities, and community-based organizations; assists in training activities.
- Remains current in clinical and technical developments in disease control through ongoing participation in appropriate continuing medical education activities.

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) degree or foreign equivalent from an accredited medical college or university Must be licensed as a physician in the State of Illinois-or have the ability to obtain license prior to starting employment.



Minimum Qualifications

- Board certification or eligibility in an appropriate specialty such as Preventive Medicine, Primary Care specialties, Pulmonary or Infectious Diseases.
- Illinois Controlled Substance license and Drug Enforcement Agency (DEA) license.
- Master's degree in Public Health from an accredited college or university OR completion of the Centers for Disease Control and Prevention Epidemic Intelligence Service (EIS) Officer Fellowship, OR (five years) of alternative training or experience in (governmental public health) providing the public health knowledge and abilities needed for the position.
- Must be trained and certified in NIMS FEMA IS-100, 200, 700 and 800 management within six (6) months of employment. Must be trained and certified in NIMS FEMA IS-300 and 400 management within twelve (12) months of employment.
- 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. Position requires moderate travel for which the employee must have a valid Illinois driver's license in good standing and access to an insured vehicle.
- Must be available for "on-call" duty as required.

Preferred Qualifications

- At least one year of Medical Administration experience, in a public health or similar setting.
- Demonstrated expertise in public health surveillance, epidemiology, outbreak investigation & response, environmental health, health promotion and disease prevention.
- Demonstrated ability to determine the appropriate uses and limitations of both quantitative and qualitative data.
- Evidence of leadership abilities in the field of public health.
- Board certification in preventive medicine or an appropriate medical specialty OR five years of experience in public health practice.
- Media training and experience desirable.
- Research and grant writing experience desirable.
- Proficiency in the use of word processing, spreadsheet, presentation and statistical software.

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of the principles and methods of training medical staff to ensure standards of care.
- Skill to prepare written documents to provide information and/or direction to staff and others
- Demonstrate attention to detail, accuracy and precision in decision making
- Ability to maintain a professional demeanor and composure when challenged.
- Ability to meet departmental and divisional productivity thresholds



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.