**Classification: Health Resource Advocate (HRA) Clinical**

**Management- Salaried Exempt- Non-Union**

District Health Department No. 4 (DHD4) is a dedicated and passionate team that provides leadership in promoting environmental and personal health through health promotion, disease detection, disease prevention, education, and regulation. Our vision is in creating a healthier community and environment for all.

**General Summary:**

This is an executive leadership position that directs, supervises, trains, monitors budgets, writes grants, audits, and provides leadership to professional staff ensuring continuity of quality public health service delivery. The HRA will provide front-line support for COVID-19 testing and reporting, help school districts identify emerging COVID related health concerns, and strengthen best health practices by providing consultation, prevention services, and appropriate public health strategies for the district. The HRA will help to access and address the greatest needs in school health.

**Duties:**

* Provide consultation, leadership, and professional development opportunities for quality public health services to the school district for prevention of COVID-19.
* Works within the context (characteristics/needs/circumstances) to determine health strategies appropriate for the district.
* Monitors, interprets, synthesizes, and disseminates relevant research findings and other information related to COVID-19, public health, current legal issues, and new legislation that impacts school health programs and services.
* Reviews and disseminates model policies, standards, and best practices to promote safe, legal, and effective COVID-19 prevention strategies.
* Plans and uses professional judgment, and acts effectively to carry out the functions of this position.
* Serves as the public health representative providing guidance and training to the school programs, infectious disease reporting, and contact tracing.
* Reviews policies developed for school start-up to address COVID prevention including classroom set up plans, class staggering schedules, other social distancing activities.
* Trains staff, students, parents and guests about COVID-19 and best practices for prevention, testing, and handwashing.
* Follow HIPAA confidentiality and privacy rules and regulations in all matters.
* Communicates urgent matters timely to the Administrative Health Officer, Medical Director, and/or Epidemiologist.
* Establishes program priorities along with the Medical Director and Health Officer and ensures procedures and practices comply with Public Act 368 of 1978 (Public Health Code) and accreditation minimum program requirements.
* Directs and manages fidelity to fiscal program budgets.
* Represents the Department at community meetings, Board meetings, and networking alliances.
* Mentors staff. Creates a culture of learning. Implements Continuous Quality Improvement and Performance Management indicators.
* Responds to public health emergencies, exercises, and trainings. Completion of all Incident Command/NIMS requirements.
* Ability to use independent judgment, common sense and principles of influence and rational systems in the performance of tasks.

*The list is not inclusive of the total scope of the job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.*

**Education/Experience/Training:**

* Bachelor’s degree in Nursing.
* Registered Nurse in Michigan.
* Strong knowledge of principles and practices related to executive management and public health operations.
* Prefer Master’s degree in Public Health or Nursing.
* Prefer one-year experience as charge nurse or supervising staff.

**Other Requirements:**

* Valid Michigan Identification and own means of transportation.
* Initial and annual OSHA Blood Borne Pathogen Standard is required.
* Current Health Care Provider CPR.
* Attend meetings, seminars, etc. which may require overnight travel and evenings and/or weekends.
* Present during regular office hours. Not a virtual position.

**Salary:** Starting annual salary of $66,667, increasing to $69,390 after successful completion of probationary period, plus full management benefit package.

Submit resume and cover letter if interested to kbartz@dhd4.org. This posting will remain open until filled with preference given to those applications received by 8/15/24.

DHD No. 4

Human Resources

100 Woods Circle, Suite 200

Alpena, MI 49707

*District Health Department No. 4 is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, gender, national origin, age, or marital status.*