



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: MCH Manager DATE OPENED: 10/09/2020

DEPARTMENT: Community Health / Health Department CLOSING DATE: 10/26/2020

If you have any questions about this position vacancy, call: (406) 751 - 8109.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: \_\_\_\_\_

FULL TIME \_\_\_\_\_ REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:  
TRAINING WAGE: \$ \_\_\_\_\_ per

\_\_\_\_\_ PART TIME \_\_\_\_\_ SEASONAL

STARTING WAGE: \$ 30.54 per Hour

\_\_\_\_\_ TEMPORARY

SALARY AT:

YEAR STEP: \$ 31.77 per Hour

YEAR STEP: \$ 33.04 per Hour

YEAR STEP: \$ 33.70 per Hour

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	MCH Manager	<b>Job Code:</b>	13400
<b>Department:</b>	Health Department	<b>Pay Grade:</b>	Standard 40
<b>Reports to:</b>	Health Officer	<b>FLSA Status:</b>	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

**Department Overview:** The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Health Promotion and the Flathead County Animal Shelter. Primary health care services are offered through the Flathead Community Health Center, Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Community Health Center is a federally qualified health center and Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. The Flathead Community Health Center and Flathead Family planning provide team based patient centered medical, reproductive, dental and behavioral health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

**Job Summary:** Under the direction of the Health Officer or Deputy Health Officer, is responsible for performing professional and administrative work in planning and directing community programming. Directly supervises employees, including hiring and training, assigning work, measuring results, taking corrective action, and does related work as required.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Plans, delegates, supervises, and evaluates the work of Maternal and Child Health (MCH) staff.
- Plans, organizes, and implements community based programs in accordance with regulatory framework of the County and State and in accordance with the community's needs.
- Receives, compiles, and analyzes the information necessary to generate activity reports that evaluate the effectiveness of Maternal and Child Health programs.
- Initiates, prepares and administers state and federal grants and monitors compliance with the contractual requirements of the grant programs.
- Prepares and presents oral and written reports.

- Formulates policies and procedures to assure a standardized approach with respect to implementation and ongoing activities of MCH programming.
- Stays up to date with new research and evidence based strategies that impact MCH and public health.
- Interfaces as appropriate with other Health Department Divisions, governmental agencies, community organizations, professional groups and the public to coordinate services.
- Establishes and maintains a continuing education program for self and staff assuring the programs are appropriate for public health practitioners.
- Reviews, understands, and ensures compliance with bylaws, contracts, grants and other legal documents that define the organization.
- Works closely with federal, state and local officials, agencies, community health providers, and the public to ensure program efficiency and compliance with applicable laws, rules and regulations.
- Initiates, prepares, and administers grants including grant writing, monitoring, and compliance.
- Engages in local, state, and federal policy and advocacy efforts to address the social determinants of health.
- Supports public health accreditation through engagement in performance management, quality improvement, strategic planning and workforce development.

**Physical Demands and Working Conditions:**

- Subject to frequent interruptions.
- Works primarily during normal business hours with occasional evening and weekend commitments including being available on-call for emergencies.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- Requires occasional travel to meetings and training.

**Supervision Exercised:** Directly supervises assigned professional and clerical positions in the Health Department.

**Knowledge, Skills, and Abilities:**

- Thorough knowledge of the principles administration, supervision, training and evaluation.
- Thorough Knowledge of budgetary and financial procedures and data processing applications
- Skills in the preparation of concise and accurate reports and other related documentation.
- Ability to plan, organize and administer community based programs.
- Ability to maintain a professional leadership role in the Department.
- Ability to direct and supervise the work of others.
- Ability to analyze, evaluate and make judgments on technical reports.
- Ability to interpret and apply public health law.
- Ability to provide technical advice and consultation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with staff members, other agencies, and the public.
- Ability and willingness to travel.
- Ability to fulfill all physical requirements of the classification

**Special Requirements:**

- Possession of a valid Montana driver's license, proof of insurability, and safe driving record.

**Education and Experience:**

- Master's Degree in public health or related discipline; or a combination of related undergraduate education and experience to equate to a master's level degree.
- Five years of community health experience with increasing program responsibility.
- At least one year of supervisory and management experience.

Action  
Adopted

Date  
10/06/2020

Reference  
Commissioners' Minutes