




Central Michigan District Health Department
Promoting Healthy Families, Healthy Communities

Job Description

Job Title	Personal or Family Health Director	Approved By	Health Officer		
Position Title	Department Director				
Department	Personal or Family Health	Reports To	Health Officer		
Employment	Full Time	Pay Grade	11	FLSA Status	Exempt

General Summary	<p>The Division Director position is a senior level leadership position. This position requires strong leadership skills, communication skills, ability to plan and evaluate programs, ability to exercise independent judgment, ability to develop and monitor programming budgetary requirements, and to facilitate leadership skills in others. This position entails supervision of a wide variety of public health programs and employees and requires an individual who is highly committed to public health and has the vision to move the agency forward. In addition, the Division Director will be highly engaged in developing, implementing and facilitating various agency wide plans and goals, such as the strategic plan, health improvement plan and workforce development plan. This leadership position requires the ability to work well under pressure and respond to internal and external community needs.</p>
Essential Duties	<ol style="list-style-type: none"> 1. Plans, organizes, and directs the development, implementation, and evaluation of the personal or family health division and its program areas. 2. Collaborates in the development and implementation of the health department's goals and objectives, including the Strategic Plan and Community Health Improvement Plan. 3. Collaborates in the development of quality improvement, performance management, and evaluation activities. 4. Directs the formulation and development of personal or family health program policies and procedures. 5. Directs, monitors, and evaluates personal or family health personnel. 6. Participates in the selection and hiring of personal or family health staff and directs the orientation and on-going training. 7. Serves as an administrative liaison representing the health department to various groups, including local, state, and federal agencies. 8. Collects, analyzes, and evaluates data to assure that the delivery of personal or family health services utilize evidence-based or best practices. 9. Ensures compliance with federal, state, and local minimum program requirements. 10. Responsible for the development and management of division/ program budgets. 11. Other duties as assigned.
Other Duties & Responsibilities	<ol style="list-style-type: none"> 1. Performs other duties and responsibilities as necessary or in response to emergencies, workload, or staffing shortages. Works flexible hours as needed. 2. Participates in Agency's Emergency Preparedness Incident Command System (ICS) as assigned. 3. Maintains up-to-date vaccines including flu (influenza,) in accordance with CDC guidelines: <i>Recommended Vaccines for Healthcare Workers, in which you allow CMDHD to</i>

	<p><i>access your current immunization status based on Michigan Improvement Care Registry (MCIR).</i></p>
<p>Minimum Qualifications</p>	<ol style="list-style-type: none"> 1. Bachelor's degree required in Nursing with licensure. Master's Degree in Nursing or other Health related field preferred plus 3 year's public health administrative/leadership experience. 2. Completion of National Incident Management System/Incident Command System online and face-to-face training courses based on current Public Health Emergency Preparedness requirements.
<p>Core Competencies</p>	<p>Professional Public Health Core Competencies required:</p> <p>Domain 1: Data Analytics and Assessment Skills</p> <ul style="list-style-type: none"> • 1.1. Describe factors that affect the health of a community. • 1.2. Accesses existing quantitative and qualitative data. • 1.3. Collects quantitative and qualitative data. • 1.4. Analyzes quantitative and qualitative data. • 1.5. Manages quantitative and qualitative data. • 1.6. Uses quantitative and qualitative data. • 1.7. Applies public health informatics in using data, information, and knowledge. • 1.8. Assesses community health status. <p>Domain 2: Policy Development and Program Planning Skills</p> <ul style="list-style-type: none"> • 2.1. Develops policies, programs, and services. • 2.2. Implements policies, program, and services. • 2.3. Evaluates policies, programs, services, and organizational performance. • 2.4. Improves policies, programs, services, and organizational performance. • 2.5. Influences policies, programs, and services external to the organization. • 2.6. Engages in organizational strategic planning. <p>Domain 3: Communication Skills</p> <ul style="list-style-type: none"> • 3.1. Determines communication strategies. • 3.2. Communicates with internal and external audiences. • 3.3. Responds to information, misinformation, and disinformation. • 3.4. Facilitates communication among individuals, groups, and organizations. <p>Domain 4: Health Equity Skills</p> <ul style="list-style-type: none"> • 4.1. Applies principles of ethics, diversity, equity, and justice. • 4.2. Engages in continuous self-reflection about one's biases. • 4.3. Recognizes the diversity of individuals and populations. • 4.4. Reduces systemic and structural barriers that perpetuate health inequities. • 4.5. Implements organizational policies, programs, and services to achieve health equity and social and environmental justice. • 4.6. Contributes to achieving and sustaining a diverse and competent public health workforce. • 4.7. Advocates for health equity and social and environmental justice. <p>Domain 5: Community Partnership Skills</p> <ul style="list-style-type: none"> • 5.1. Describes conditions, systems, and policies affecting community health and resilience. • 5.2. Establishes relationships to improve community health and resilience. • 5.3. Maintains relationships that improve community health and resilience. • 5.4. Collaborates with community members and organizations. • 5.5. Shares power and ownership with community members and others. <p>Domain 6: Public Health Sciences Skills</p> <ul style="list-style-type: none"> • 6.1. Describes systems, policies, and events impacting public health. • 6.2. Applies public health sciences in delivering the 10 Essential Public Health Services. • 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, program, and services. • 6.4. Contributes to the evidence base for improving health. <p>Domain 7: Management and Finance Skills</p> <ul style="list-style-type: none"> • 7.1. Describes factors that affect the health of an organization.

	<ul style="list-style-type: none"> • 7.4. Engages in professional development. • 7.7. Implements organizational policies, programs, and services to achieve diversity, equity, and justice. • 7.9. Engages in contingency planning. • 7.10. Applies critical thinking in decision making. • 7.11. Engages individuals and teams to achieve program and organizational goals. • 7.12. Facilitates collaboration among individuals, groups, and organizations. • 7.13. Engages in performance management. <p>Domain 8: Leadership and Systems Thinking Skills</p> <ul style="list-style-type: none"> • 8.1. Creates opportunities to achieve cross-sector alignment. • 8.2. Implements a vision for a healthy community. • 8.3. Addresses facilitators and barriers impacting delivery of the 10 Essential Public Health Services. • 8.4. Creates opportunities for creativity and innovation. • 8.5. Responds to emerging needs. • 8.6. Manages organizational change. • 8.8. Advocates for public health. <p><u>Demonstrates Core Values:</u> integrity, positive attitude, communications, customer service, responsibility, and accountability</p>
<p>Environment & Effort</p>	<ol style="list-style-type: none"> 1. General working conditions 2. Exposure to hazards, adverse conditions 3. <u>Exposure Control – Category A.</u> At higher risk for occupational percutaneous or mucosal exposure to blood or body fluids. Per OSHA’s Bloodborne Pathogens standard requirements, CMDHD protects the employee by an established exposure control plan which includes but is not limited to use of universal precautions, engineering controls, work practice controls, personal protective equipment, and worker training. 4. Mental effort and strain from continual review and analysis of data and information, multi-tasking, and pressure of ensuring high degree of accuracy under tight deadlines or time constraints.
<p>Administration Approval</p>	<div style="text-align: center;">  Steve Hall, Health Officer </div> <div style="text-align: right;"> 4-23-2025 Date </div>
<p><i>This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job and to create a highly qualified public health team as outlined within our Strategic Plan. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.</i></p> <p><i>Any essential function or requirement of this job will be evaluated as necessary should any incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA.) Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.</i></p> <p><i>The minimum qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.</i></p> <p><i>All job descriptions are written to support the agency’s mission to promote health & physical well-being by providing preventative health care, education, & environmental safety to all members of the community.</i></p>	
<p>Signatures</p>	<p style="text-align: center;"><i>I understand the duties and responsibilities of my position as described in this job description.</i></p> <p style="text-align: center;"><i>I can perform all the functions described and meet all the requirements and demands listed.</i></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Employee Signature</i></p> </div> <div style="width: 35%; text-align: right;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p><i>Date</i></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Reviewer Signature</i></p> </div> <div style="width: 35%; text-align: right;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p><i>Date</i></p> </div> </div>