



NVIH POSITION DESCRIPTION

COMMUNITY HEALTH DIRECTOR		
CLASSIFICATION Full-Time	FLSA STATUS Exempt	DEPARTMENT Community Health
DATE OF LAST REVIEW/REVISION March 2017	ASSIGNED SITE Willows	REPORTS TO Chief Executive Officer
		SUPERVISES Community Hlth Dept Staff

POSITION SUMMARY: Under direction of the Chief Executive Officer the Community Health Director provides creative leadership to coordinate community health planning activities, agency and community relations, resource development for community health improvement projects; and to do related work as required. This position is responsible for working with the community to coordinate community health planning and/or development activities to improve the health of Native Americans in the NVIH service area.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Plans, organizes, directs and evaluates the operation of the Community Health Section. Provides oversight and supervision for community health programs participates in administrative services including fiscal, contractual and general business activities including the preparation and monitoring of the Community Health Section budget.
2. Provides effective leadership and works with NVIH staff, Board of Directors and the community to coordinate all phases of community health planning; assessment, planning, implementation and evaluation; apply interpersonal skills to enhance collaboration with community members and local agencies toward health outcome improvement skills.
3. Responds to community input and investigates, develops and negotiates with potential funding sources the focus and scope of proposed community health planning activities, intervention strategies and evaluation methodology.
4. Prepares effective grant applications, funding proposals and budget submissions to promote the development of resources to support innovative population-based health promotion efforts.
5. Applies interpersonal skills to enhance collaboration of NVIH staff, community members and agencies toward common health outcome improvement goals.
6. Effectively utilizes the Grant Resource Center or other means to identify and develop positive relationships with potential funding sources including local, State and Federal agencies, corporations, private foundations, and philanthropic organizations.
7. Works with fiscal staff to plan realistic budgets for submission with requests for funding.
8. Contributes to the agency's effort in identifying top priority health issues.

9. Assists in outreach to “hard to reach community members” to obtain input for community health planning activities.
10. Acts as a liaison to coordinate planning activities with other NVIH departments and community agencies to avoid duplication of efforts.
11. Coordinates the development of health outcome evaluation methodology to ensure inclusion in any request for funding.
12. Prepares and presents effective oral presentations to community agencies/NVIH Board members and potential funding sources.
13. May serve as a member of local or State community health groups or committees as designated by the Chief Executive Officer.
14. Demonstrates effective team member orientation; actively promotes the mission of the Agency in interactions with community agencies, proposed funding sources, the public and fellow agency staff.
15. Assists in hiring and supervises, including participating in any disciplinary process when appropriate.
16. Prepares or oversees the preparation of a variety of correspondence and reports.
17. Other duties as assigned.

All who work for NVIH are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the NVIH’s policies and procedures as they may from time to time be updated.

EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:

1. Community outreach, organization or coalition building. Health related program development and implementation.
2. Writing, securing and managing grant activity (preferably with a health-based organization); and a baccalaureate degree in public health, business public administration, political science, community health, or related field or comparable related experience preferred.
3. A Master’s degree, BSN minimum (preferably with a specialization in public health, public administration, health administration, or business administration, or a directly related field) may be substituted for five years of experience.
4. Think creatively, e.g. develop new approaches as needed, focus on results, exercise initiative, demonstrate ingenuity, think strategically, and show sound judgment in identifying and pursuing sources of program funding
5. Communicate orally and in writing in a clear, concise and effective manner and utilize word processing software and the Internet with a high level of competence.
6. Work independently under limited supervision, prioritizes work assignments, show excellent organizational skills, and work well under pressure of deadlines.
7. Valid California Registered Nursing License (PHN certificate preferred)
8. Valid California driver license and proof of personal liability automobile insurance as required by California state law.
9. Indian Preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 &

473). In other than the above, Northern Valley Indian Health, Inc., is an Equal Opportunity and At Will Employer.

MATERIAL AND EQUIPMENT USED:

Computer E-Mail Telephone Voice Mail Fax Machine

PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- a. **Sitting / Mobility:** Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas.
- b. **Communication:** Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email.
- c. **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork.
- d. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 25 pounds.
- e. **Stooping / Kneeling:** Ability to access files/stock supplies in low cabinets and shelves.
- f. **Reaching / Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies.

ACKNOWLEDGEMENT: I have received and reviewed a copy of the Community Health Director position description. I understand that this position description is not a contract of employment and in no way changes the at-will nature of my employment relationship with Northern Valley Indian Health, under which either NVIH or I may terminate the employment relationship at any time, for any reason, with or without cause or notice.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change