

CUYAHOGA COUNTY

BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION
POSITION AVAILABLE

Position: Deputy Director, Nursing & Clinical Services (NCS)

Reports to: Director, NCS

Position to be filled: October 10, 2022

Starting Salary: \$71,106 annually

Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.

Flexible Work Arrangements: Alternate work schedule or changes in work schedule available after initial training period with approval. Core work hours of 10am to 2pm required of all staff. Remote work from home available up to two days per week with approval after the completion of a minimum of 60 days of employment.

Vaccine Policy: Effective November 1, 2021 all new hires will need to meet COVID and Influenza vaccine requirements or request an exemption as outlined in the CCBH Vaccination Policy.

Minimum Requirements:

1. Bachelor's degree in Nursing, Public Health, Business Administration, Public Administration, Epidemiology or related field.
2. Minimum of five years of public health program administration experience, OR three years of experience (with Master's degree), OR seven years of experience (with Associate's degree). At least three of the required years of experience must have been in a leadership capacity.
3. Must be a licensed registered nurse pursuant to Section 4723.13 of the Ohio Revised Code.
4. Valid State of Ohio driver's license and insurance at time of appointment.
5. Ability to efficiently multi-task on a daily basis.
6. Expert knowledge of public health laws, practices, and policies.
7. Expert customer service, verbal and written communication skills, and presentation skills.
8. Expert interpersonal relationship skills including cultural sensitivity & competence.
9. Strong proficiency with internal databases, online data management systems, and data collection methodology.
10. Strong leadership ability.
11. Demonstrated knowledge of applicable regulatory standards and policies.

Responsibilities:

1. Serves as a member of CCBH's Senior Leadership Team. Assists with the development of strategic plans for assigned service area and agency-wide.
2. Assists with overseeing programs/services within assigned service area and identifies needs and/or opportunities to provide new programs/services.
3. Participates in CCBH accreditation planning processes.
4. Directs the day-to-day activities of assigned service area direct reports including hiring, training, counseling, evaluating staff performance, and when necessary, recommending progressive discipline for staff.
5. Assists with providing administrative and fiscal oversight of programs and services within assigned service area.
6. Assumes leadership of the service area in the absence of the Director.
7. Participates on hiring teams responsible for interviewing and selecting candidates for direct report positions.
8. Assists with preparing and monitoring assigned service area budgets (i.e., grant and general revenue budgets), and ensures compliance with funder guidelines.
9. Conducts assessments of existing programs and services to ensure alignment with agency, local, state and national public health priorities.
10. Develops and maintains relationships with community stakeholders, and local & state public health organizations. Engages in networking activities with external public and private sector health systems.
11. Collaborates with leaders from other service areas to coordinate unified and effective responses to any public health emergency or investigation. May serve on the CCBH Incident Command System (ICS) and assists in identifying necessary emergency response roles & protocols for identified service area staff.
12. Assists with development and delivery of recommendations to the Commissioner and Board regarding a variety of service area related issues.
13. Assists with the development and implementation of service area policies and procedures for CCBH. Notifies staff of any policy changes.
14. Collaborates with internal and external partners on special projects as assigned. May represent service area at CCBH board meetings.
15. Provides leadership and direction in public health emergency activities.
16. Performs other duties as assigned.

Please complete the online application on our website, www.ccbh.net/jobs
All candidates are required to upload a resume and include a cover letter with their application

Deadline to Apply: September 2, 2022

Bilingual Applicants Welcome

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

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THIS EMPLOYER PARTICIPATES IN E-VERIFY

All employees hired for a position must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.