



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	920013004	Last Revised:	02/26/2018
Position Title:	PHHS Public Health Director	Department:	Public Health
Reports to:	Secretary PHHS	Division:	Public Health and Human Services (PHHS)

Primary Function: The purpose of this position is to operationalize and direct all functions of the EBCI Tribal Public Health Component of PHHS to achieve health equity for the EBCI community by ensuring that the 3 Core Functions of Public Health (Assessment, Policy Development, and Assurances) are met and carried out according to NC State Statute, and EBCI Health and Sanitation Ordinances. This position promotes individual and population public health by providing the 10 Essential Services of Public Health within a variety of settings and ensures compliance with a broad range of health codes, regulations and policies. The Director supervises all public health programs.

Job Duties and Responsibilities:

- Interact with internal and external customers / clients in a polite and professional manner.
- Ensures that the 10 Essential Services of Public Health, as identified the Centers for Disease Control and Prevention (CDC) are implemented.
- Provides public health expertise and leadership to the PHHS Division.
- Assures that public health services are evidence-based and/or best practices and builds the scientific basis of public health.
- Responsible for the implementation of Tribal Public Health laws, code, and ordinances and for the employment of legal remedies in accordance with Tribal sovereignty and in voluntary collaboration with partner counties and the State of North Carolina.
- Organizes and leads response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food, water, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
- Directs and manages response to public complaints and inquiries on all public health related matters
- Assures investigation of cases and outbreaks of communicable diseases and other diseases and conditions of Public Health significance, and assures that control measures are given and enforced.
- Disseminates Public Health information, promotes the benefits of good health, and advises Tribal officials about Public Health matters.
- Evaluates outcomes of public health interventions; works with the Division to make necessary changes.
- Oversees development and delivery of programs and activities for individuals, families and population groups that promote health and prevent disease, in settings including but not limited to all PHHS buildings/sites, homes, community organizations and businesses, schools, and the community in general.
- Plans, programs, directs, monitors, coordinates, and controls a wide variety of programs whose goal is the reduction of health disparities and improvement of health in the EBCI community. Service areas include but are not limited to [community health,

communicable disease, health promotion, environmental health, Home Health, Women, Infants and Children (WIC), Public Health preparedness, chronic disease, injury prevention, linkage with clinic care, and women's preventive health services.]

- Hires and manages departmental personnel according to EBCI Personnel Policy; evaluate job performance and complete performance appraisals; and discharge employees as necessary.
- Oversees departmental budget preparation and control, fiscal monitoring and control, accounting, and workforce administration and development in conjunction with the PHS Operations and Business Directors.
- Prepares proposals for funding from external sources.
- Promulgate and assure continuous quality improvement in the practice of Tribal Public Health.
- Develop and implement strategic initiatives.
- Provides leadership to the community health needs assessment prioritization and action planning processes, contributing expertise in public health assessment
- Provides leadership to the implementation of the Tribal Health Improvement Plan.
- Implement Servant Leadership in the conduct of Department administration and activities.
- Assure input from and communication to the Tribal community on Public Health issues, programs, and services in coordination with the Tribal Health Assessment and Improvement Process.
- Serves on inter-jurisdictional or multi-agency committees involved in public health policy development.
- Assure inclusion of and respect for Cherokee traditions and values in all functions of Tribal Public Health.
- Presents and interprets demographic, statistical, programmatic, and scientific information to professional and lay audiences.
- Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public's health.
- Be available, or assign a designee, to respond 24/7 to Public Health-related disasters or emergencies that involve Tribal community and lands, and to lead Public Health emergency response in conjunction with Tribal, county, and state partners.
- Meet Tier 3 Public Health Competencies (Applicable Competencies: 1C1-15, 2C1-14, 3C1-8, 4C1-8, 5C1-11, 6C1-10, 7C1-16, 8C1-10.).

**Education
/Experience:**

- Master's Degree from an accredited college or university in Public Health or Public Health Administration required.
- Minimum of 3 years of employment experience in health programs or health services required.
- 2 years of documented management or supervisory experience in Public Health programs or services is required.
- A valid NC driver's license is required.

Job Knowledge:

- Can distinguish between quantitative and qualitative community assessment data; understands incidence and prevalence data; knows how to access and interpret community epidemiological data.
- Extensive knowledge of the principles, practices, policies and techniques of efficient Public Health administration.
- Experience in Performance Management, Public Health Accreditation, Quality Improvement, Strategic Planning, Tribal Health Improvement Planning, Communicable Disease.
- Thorough knowledge of the social, medical and economic factors of the EBCI community.
- Ability to plan, coordinate, and direct a staff of professional, paraprofessional, technical and

- Ability to interpret, explain, and apply laws, policies, procedures, and regulations to specific Public Health problems relating to departmental activities.
- Ability to establish and maintain effective working relationships with partner counties, federal and state organizations, the public, Tribal Government officials, and subordinates.
- Ability to use effectively standard business computer applications, including email, internet, budgeting and management software, mobile telephones, and social media.
- Ability to communicate effectively, orally and in writing.

Responsibility for Accuracy:

This position requires a high degree of accuracy and transparency to preserve and advance the public's health.

Complexity of Duties:

Highly responsible administrative work directing multiple complex and interrelated Tribal Public Health and related programs. This position exercises a great deal of independent judgment and initiative based upon Tribal, state, and federal laws, policies, and regulations, and Tribal policies and directives. Supervision is provided to a significant number of administrative, professional, paraprofessional, technical, and clerical subordinates. Work is done under the general supervision of the Tribal Health Board, which reviews work through analysis of program achievements and through periodic conferences.

Contact with Others:

High level of day-to-day interaction with organizational superiors, peers, subordinates, both face-to-face and virtual. Treats others with courtesy and respect in all interactions. Responds with flexibility to changing needs. Supports PHHS's vision, mission, and core values. High level of interaction with Tribal Government elected officials and programmatic personnel, clinical personnel (e.g., Cherokee Indian Hospital Authority), state and federal personnel, and community members.

Confidential Data:

Responsible for managing HIPAA-protected information in the course of conducting Public Health activities. Responsible for maintaining confidential Tribal documents as appropriate for the position.

Mental /Visual /Physical Effort:

High degree of mental effort in daily activities. Visual skills required for most job activities including but not limited to computer and mobile telephone use, meeting conduct and organization, document review, and driving. May require mild to moderate intermittent lifting; driving a vehicle; and visiting outdoor sites by vehicle or foot for Public Health investigations or related reasons.

- Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis.

Environment:

General work environment is indoors, in an office building, and may include clinical facilities. May include motor vehicles for limited periods or outdoor exposure for Public Health investigations and related reasons.

Scope of Supervision:

This position is responsible for the daily operation of the Public Health component for the Eastern Band of Cherokee Indians, providing direct supervision to 7 supervisors and 2 additional professionals. This position is responsible for all duties assigned by the Secretary of PHHS

Supervision Received: Position works under the direct supervision of the PHHS Secretary. Daily program direction should be handled independently within the parameters outlined by the Secretary. This individual must demonstrate initiative and be self-motivated.

Responsibility for

Safety /equipment: Responsible for oversight of tracking, management, obtaining and disposing of equipment.
Responsible for oversight of Departmental facility, vehicle and overall staff safety practices.