



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Public Health Medical Director
Department: Public Health
FLSA Status: Exempt
WC Code: 8835
Effective Date: December 30, 2013
Last Revised: April 26, 2017
Pay Grade: NUP
Union: Non-Union

SUMMARY

Under administrative direction, to perform as the medical director for Josephine County Public Health Department, to provide medical direction, guidance, planning, supervision, and to provide related services as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides medical oversight, including direction, guidance, and planning, for the medical activities of the County Public Health Department including immunizations, communicable disease control, sexually transmitted diseases, family planning, and HIV prevention. Includes preparation and signing of standing orders.
- Provides medical oversight, including direction, guidance, and planning, for the medical activities of the County Public Health Department including immunizations, communicable disease control, sexually transmitted diseases, family planning, and HIV prevention. Includes preparation and signing of standing orders.
- Provides technical assistance to any and all staff of the Public Health Department including, but not limited to, providing support during the investigation of a rabies contact, providing expertise for a complicated developmental disabilities or mental health client, and examining a complex family planning or tuberculosis patient.
- May provide direct supervision to physicians, nurses, or other Public Health staff.
- May provide consultation to the County to assure the provision of medical services to incarcerated individuals is appropriate and safe.
- Provides consultation to nurse epidemiologist in management of clients under treatment for latent and active tuberculosis.
- Participates as a member of the Public Health management team in formulating responses to communicable disease outbreaks.
- Serves as a consultant to the nurse practitioner staff in all Public Health programs.
- Provides consultation and technical support to other health care providers in the community as is necessary to achieve appropriate goals, as established by the leadership at Josephine County Public Health Department.
- Provides leadership during a public health emergency and technical support to staff when needed.
- Provides consultation regarding medical management of individuals (e.g., a decision to provide immunization or preventive treatment to a person exposed to a communicable disease, including assessment, follow-up, recommendations for prevention or treatment, etc.).
- Provides consultation (which may include leadership) related to management of a defined community health issue (e.g., a given outbreak of a communicable disease).

- Provides consultation on the need to invoke public health measures such as mass vaccination, isolation, quarantine, restaurant closures, and health alerts.
- May provide direct medical care to clients of specific public health programs as previously agreed upon and/or specified in protocols (e.g., TB cases, family planning clients who do not fit protocols).
- Recommends and approves, in consultation with the Public Health Department Administrator, clinical practice policies and certain public health practice policies for the department.
- Approves all protocols/policies for medical services provided at the Health Department. Writes and/or update standing orders and medical protocols as needed by nursing supervisors.
- Brings the public health physician perspective to the local health department's management process. Participates and attends quarterly Board of Health meetings. Provides consultation to County staff (and other stakeholders) regarding ongoing community health issues.
- Provides leadership and consultation with the medical provider community. Serves as a liaison with the medical community, a media spokesperson, and a physician ambassador.
- Arranges for a back-up physician with appropriate training when a prolonged physical absence is anticipated.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings, including completing ICS training.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

May act as a supervisor to various classifications.

QUALIFICATIONS

- Thorough knowledge of modern medicine theory and practice.
- Knowledge of modern medicine practice in a community health setting.
- Knowledge of medicine and surgery.
- Ability to diagnose and treat medical problems.
- Ability to plan and supervise a treatment plan.
- Ability to prepare and maintain accurate reports.
- Ability to communicate effectively both orally and in writing.
- Ability to speak to the press and represent the position of the department to the public.
- Ability to work as a team member.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.

EDUCATION AND EXPERIENCE

Graduation from an approved school of medicine with residency training in a field of specialty appropriate for the practice of public health AND one year of leadership, supervisory and/or program oversight experience is preferred AND a Masters of Public Health is strongly preferred.

JOB IMPACT

Consequences of error could include exposure to litigation (malpractice suits), public embarrassment and/or physical harm to individual clients due to improper diagnoses or treatment; increased risk of community exposure to a communicable disease that might have been prevented; and possible loss of federal, state or local funding for public health services.

JOB CONTACTS

This position requires working with other County departments, including social and human resources services, law enforcement personnel, state agencies, regional and state organizations, the media, public advocacy groups and the community to coordinate efforts and to ensure that departmental efforts are directed toward achieving service needs of the community.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing, work tactfully and patiently with both adults and children; maintain records and prepare reports; use initiative and judgment; work independently; establish and maintain effective relationships with social service agencies, law enforcement personnel, schools, physicians and other health care providers, and promote awareness and provide information on public health issues.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITIES

Ability to use mathematical and statistical reasoning. Ability to recognize when to refer clients for further assistance; ability to use initiative and judgment.

OTHER SKILLS AND ABILITIES

Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and policy and procedure manuals. Ability to effectively present information and respond to questions.

CERTIFICATES, LICENSES, REGISTRATIONS

D.O. or M.D. with license to practice medicine in the State of Oregon or ability to acquire a license within 60 days of employment. Valid Oregon State Driver's License with acceptable driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Work is performed in an office environment and may include exposure to disruptive people.

PHYSICAL REQUIREMENTS

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Requires exerting in excess of 20 pounds of force occasionally and up to 20 pounds of force daily to move objects. Exposure to communicable diseases. Requires driving and travel.

REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	# of pounds =			
<input type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>			
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe: Close vision & ability to adjust focus			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: yes			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input type="checkbox"/>	Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>