

POSITION DESCRIPTION

Classification: Health Officer
Title: Health Officer
Employee Name: Vacant
Program: Administration
Division: Administration
FTE: 1.00
FLSA: Exempt
Represented Status: Non Represented
Salary Range:
Position Number: 003
Effective Date:
Revised From: December 1, 2016

Definition:

~~Under direction of the Administrator and policy guidance from the Board of Health, t~~The Health Officer serves as Chief Medical Officer for the Snohomish Health District with responsibility as provided by statute and applicable laws, for the control and prevention of disease. The Health Officer may provide similar services to other local health jurisdictions under shared services agreement(s) between Snohomish Health District and those local health jurisdiction(s). Under policy direction from the local Board(s) of Health, the Health Officer is responsible for and empowered to enforce the provisions of RCW 70.05.070, RCW 70.58.020 and other applicable state laws. Duties require providing providing policy guidance and recommendations to the Board of Health and the provision of innovative leadership and active collaboration with a wide range of strategic partners and stakeholders to address public health issues in a rapidly changing environment.

The Health Officer is expected to apply to varied and complex work situations a thorough and complete knowledge of policies and procedures related to the practice of medicine, in addition to a thorough and complete knowledge of public health programs, policies, -laws and regulations. The incumbent provides medically accurate, scientifically proven advice or guidance to the Board of Health, the Administrator, agency staff, the local medical community, internal and/or external advisory counsel(s), local, state, tribal and federal public health partners, the media, and the public.

Additionally, the Health Officer is required to help identify priorities and emerging trends, communicate health data and information in a variety of settings, and assist with planning for and response to bioterrorist and other public health emergencies. In coordination with communications personnel, the Health Officer will often act as spokesperson and media contact for the local health jurisdiction. The Health Officer is also expected to work closely and communicate regularly with the medical community and other community groups to build credibility for public health. Advisory groups appointed by the Board of Health work with the Health Officer and other staff to provide two-way communication with the ~~Board(s) of Health regarding public health issues.~~

~~Administrator provides direction in terms of broadly defined missions, functions and policy direction from the Board. Incumbent has total responsibility for their work. Results of work are considered to be~~

~~technically authoritative and are normally accepted without significant change.~~ Work may be reviewed for fulfillment of provisions set forth under state law for local health officers, as well as organizational and policy objectives, effect/advice, influence, and contribution to meeting the community's needs.

Examples of Work Performed:

- Together with the Health Officer, advises the Board and Board committees on public health needs in the community and makes recommendations to the Board on policies and programs. Ensures the provision of expert public health advice and leadership to support and inform an evidence-based approach to planning, developing, and delivering public health services and programs.
- Provides medical/clinical oversight in the investigation of reported or suspected cases or perceived clusters of diseases or conditions considered a threat to public health. Determines appropriate action including initiating disease prevention and infection control. Provides professional and technical assistance and/or direction in surveillance activities, unusual or particularly sensitive cases.
- Develops and issues time-sensitive Health Officer Orders and enforces public health statutes, rules and regulations of the State Board of Health and State Department of Health and local health rules, regulations and ordinances. Emphasis is on communicable disease control and environmental health.
- Provides guidance on infectious diseases with community physicians and medical providers, infection control practitioners, agency staff and other providers for the purpose of enhancing surveillance of communicable disease and optimizing timely response.
- Develops and issues public health advisories to medical providers, hospitals, community agencies, and the public.
- Serves as the Local Registrar for registering births and deaths in Snohomish County.
- Designs, performs and/or oversees studies of potential threats to public health and presents findings and recommendations to the Board of Health.
- Identifies emerging medical and environmental issues and confers with and makes recommendations to appropriate staff on health-related issues.
- Participates in assessing the health status of the community. Provides oversight on comprehensive studies of potentially systemic threats to public health; researches, analyzes, compiles, prepares and presents conclusions, reports and recommended actions. Evaluates the causes of communicable diseases; determines appropriate evaluation and intervention strategies.
- Add bullet No. 6 from AO here.
- Participates in the regular and systematic review of unexpected deaths among infants and children and actively participates on a multi-disciplinary team to enhance interagency communication and improve the quality of data on child deaths to identify risk factors and preventive strategies.
- Writes, reviews, and/or revises standing orders and protocols and provides advice for clinical services.
- Writes and revises the local list of notifiable conditions.
- Conducts or supervises medical and physical examinations, makes diagnoses and administers treatments as needed. Provides medical oversight of clinical programs or activities. Certifies phlebotomy training and expertise of Disease Investigators.
- Participates in administrative appeals regarding environmental health permit denials.
- Provides medical direction during public health emergencies; assures public is protected from diseases; assures isolation, quarantine and other control measures are ordered and implemented in accordance with state RCWs and WACs.

- Acts as a visible public voice in the community for sound medical practices, emerging infectious diseases, emergency preparedness, and local public health policy, and promotes optimum public health/preventive efforts through presentations to professional, civic and lay groups.
- In close ~~coordination~~collaboration with the Board and the Administrator, works with legislators, interest groups (e.g., Washington State Medical Association), and others on regulatory and financial initiatives.

Associated Duties:

- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of pertinent federal, state and local laws, rules, regulations and policies governing public health
- Knowledge of epidemiology, clinical activities, infectious diseases, and environmental health inspection, enforcement and regulations
- Knowledge of operational characteristics, services and activities of public health
- Knowledge of modern and complex principles and practices of public health
- Skilled in consensus building, policy analyses, informed debate and interaction
- Ability to read, understand, interpret and apply appropriately terminology, instructions, policies, procedures, legal requirements and regulations pertinent to public health law and legislation
- Ability to fulfill commitment of providing outstanding and effective customer service
- Ability to use tact, discretion and courtesy to gain cooperation of others
- Ability to establish and maintain positive, effective working relationships and rapport with physicians, elected officials, attorneys, staff, representatives of other agencies and businesses, and diverse members of the public
- Ability to understand nuances of the field of medicine, the political landscape, and the views of the general public
- Ability to demonstrate cultural competency, interacting sensitively, effectively and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, persons of all ages and lifestyle preferences
- Ability to identify, coordinate and resolve a wide variety of interest in the development of public health policy
- Ability to adapt to new technologies, keeping professional and technical skills up to date
- Ability to effectively communicate clearly and concisely, both orally and in writing

Job Location, Working Conditions and Equipment Utilized:

Work is performed in a variety of settings, such as an office cubicle and various community based settings utilizing agency vehicles, telephones, audio-visual equipment and other standard office equipment including a personal computer. The incumbent will generally work in an office setting or out in the community at various settings. The noise level in the work environment is usually moderate. Work may include traveling to community organizations such as schools, hospitals, clinics and social service agencies; other travel may include local or statewide for meetings and other forums. Travel is required to locations both in and out of the County, including some early morning and evening meetings, with potential for overnight travel for state meetings. Requires carrying a District cell phone as well as being on call for a rotational 24/7 Duty Officer assigned shifts.

Required Physical Traits:

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions and physical demands vary by assignment.

- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various locations throughout Snohomish County.
- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls.
- Requires ability to drive an automobile and sufficient mobility to access various locations.
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- Lifting and carrying up to 50 pounds occasionally with or without assistance (example: a box of copy paper).
- Requires the ability to communicate with others orally, face to face, video, by telephone and via email.

Education and Experience Required:

Education: Doctor of Medicine or Osteopathy degree **and** Master's degree in Public Health (in accordance with RCW 70.05.051).

Experience: Five years' experience as a licensed practicing medical provider and increasingly responsible experience in public health, epidemiology, infectious disease, preventive medicine or a related area.

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

Licenses, Certifications and Other:

- Experience with tuberculosis patient care, preferred
- Current licensure to practice medicine in the State of Washington
- Registration with the Drug Enforcement Agency for prescription of controlled substances
- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier
- Background check pursuant to RCW 43.43.830

Acknowledgement: Position description reviewed by Employee and Manager

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.