

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

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| <b>CLASS TITLE:</b> Public Health HANDS Supervisor   |  |  |
| <b>TITLE CODE:</b> 1541  | <b>SERIES:</b> Program Management Series |  |
| <b>SELECTION METHOD:</b> 100% qualifying   |  | <b>SALARY: (MIN-MID) \$14.78-\$18.63</b><br><b>GRADE: 18</b><br><b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience. |
| <b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Director or other appropriate program supervisor or staff assigned |  |  |
| <b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT  |  |  |

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Using expertise of the program, perform duties related to supervising the daily administration and program staff in Health Access Nurturing Development Services (HANDS) program. Provide early childhood education and support services to eligible clients involving infant and toddlers from birth up to three (3) years of age and/or referrals to other agency health care programs and services. Prepare statistical program reports, assisting with preparation of program budgets as required and providing coordination of program services with other programs or agencies.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelor's Degree in Social Work or Nursing. See special requirements.

**EXPERIENCE:** Three (3) years of professional experience in public or community health agency or similar capacity that would demonstrate the necessary knowledge, skills and abilities.

**SUBSTITUTION CLAUSE:** See below.

**EDUCATION:** Master's Degree in Public Health, Business Administration or Human Services related field may substitute for one (1) year experience.

**EXPERIENCE:** Associate Degree in Nursing with Licensure in Kentucky or compact state and five (5) years of professional experience in public health, community health agency or similar capacity that would demonstrate the necessary knowledge, skills and abilities will sub for education and experience requirement.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Must be a licensed Social Worker or licensed Registered Nurse in Kentucky or compact state to supervise and conduct performance evaluations for staff that delivers direct services.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS AS OUTLINED IN 902 KAR 4:120 AND WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Make decisions on personnel policy matters affecting assigned staff including performance monitoring/evaluation of staff. May participate in the local selection, hiring and orientation processes of new employees to ensure best use of time and resources. May attend training conferences conduct and facilitate meetings and trainings for employees in methods of effective and efficient job performance. Provide professional program and program expertise to service providers/program staff; may assist or assign staff to help resolve billing problems, determine family eligibility and benefits or appropriate services and referrals. Prepare and review detailed statistical data/clinical management program reports and conduct quality assurance audits to oversee/monitor program records/quality of care provided and coordination of program services with internal and external entities to ensure that providers/staff understand program guidelines. May provide input to new and proposed legislation to help determine impact on local programs. Interpret and apply policy related to agency operating procedures and program administration. Perform/assist/serve as resource person in defining program goals and objectives and establish methods/measures of accomplishing program based objectives. May serve as liaison between staff and state or federal officials regarding services and ensure that performance measures and standards for program/services are met. May conduct parent visit assessments or home visits as needed so long as requirements of 902 KAR 4:120 is met.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work will require travel to family homes or within the community setting when not in the agency office.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 9-6-10

**DATE OF LAST REVISION:**

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.