



Administrator of Personal Health Services

Position Summary:

The Administrator of Personal Health is responsible for ensuring the population's access to proactive personal public health services including disease prevention, individual health promotion, and risk reduction health services. The Administrator plans, manages, supervises, and evaluates the provision of individual health services to protect against communicable diseases (including vaccine-preventable diseases and sexually transmitted infections), to promote the health and well-being of women and children, and to mitigate the effects of children's environmental exposures to lead. The Administrator manages clinics and clinical mobile services.

Essential Duties:

- Manages the department's public health nursing services to address current and emerging infectious diseases including testing, health counseling, and immunizations, provided in a variety of settings.
- Plans, supervises, and evaluates the department's clinical services.
- Assesses data to identify populations' unmet clinical health needs and the geographic areas where the needs are greatest.
- Ensures the use of state-of-the-art disease health education and disease intervention methods.
- Manages infectious disease intervention teams.
- Provides expertise, support, and direction to Division staff regarding difficult or complex cases or program issues.
- Consults, collaborates, and provides direction for the department's medical advisor/public health physician(s).
- Manages the provision of health education and wellness counseling to individuals and families.
- Ensures that education and wellness services are adapted to the recipients' unique needs, lifestyle, cultural background, and socio-economic situations.
- Ensures that appropriate client referrals to other service agencies and providers are provided.
- Ensures that clients are assisted in accessing needed health, social, and other community services.
- Manages the implementation of client satisfaction surveys and responds to client complaints.
- Ensures the provision of safe, high-quality services through protocols, procedures, quality assurance, and quality improvement.
- Ensures the department's compliance with all applicable health codes, ordinances, regulations, and other laws.
- Functions as the lead for personal health aspects in public health emergency response, including on-call coverage.
- Collaborates with other health care providers, community service providers, and community representatives in planning, implementing, and evaluating the department's personal health programs.
- Manages the development and administration of health service inter-agency agreements/grants, memoranda of understanding, and contracts.
- Manages and participates in documentation, preparation, and maintenance of accurate, up-to-date program records.
- Prepares and submits technical, administrative, and financial reports, as required by the department, funding agencies, local government, the state, CDC, and others.
- Ensures ongoing staff training for maintenance of credentials and state-of-the-art practice.

- Coordinates programs and educational services with the department's Environmental Health Services and Population Health staff.
- Participates in strategic planning, community health assessments and improvement planning, quality improvement, emergency preparedness, performance management, and other department initiatives that include or relate to personal public health issues and accreditation.
- Leads the continuous quality improvement efforts of personal public health practices.
- Supervises and participates in the preparation of statistical information and reports and makes presentations to the governing entity, local government, and the public, as appropriate.
- Leads the continuous quality improvement efforts of personal public health practices.
- Represents the department on various community, regional, and state committees related to personal health service programs.
- Performs related work as required.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Core Competencies for Public Health Professionals:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 1.2. Accesses existing quantitative and qualitative data.
- 1.6. Uses quantitative and qualitative data.
- 2.1. Develops policies, programs, and services.
- 2.2. Implements policies, programs, and services.
- 2.3. Evaluates policies, programs, services, and organizational performance.
- 2.4. Improves policies, programs, services, and organizational performance.
- 2.5. Influences policies, programs, and services external to the organization
- 2.6. Engages in organizational strategic planning.
- 2.7. Engages in community health improvement planning.
- 3.2. Communicates with internal and external audiences.
- 4.1. Applies principles of ethics, diversity, equity, inclusion, and justice
- 4.2. Engages in continuous self-reflection about one's biases.
- 4.3. Recognizes the diversity of individuals and populations.
- 4.4. Reduces systemic and structural barriers that perpetuate health inequities.
- 4.5. Implements organizational policies, programs, and services to achieve health equity and social and environmental justice.
- 4.7. Advocates for health equity and social and environmental justice
- 5.2. Establishes relationships to improve community health and resilience.
- 5.3. Maintains relationships that improve community health and resilience.
- 6.1. Describes systems, policies, and events impacting public health.
- 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- 6.4. Contributes to the evidence base for improving health.
- 7.8. Manages programs and services.
- 7.9. Engages in contingency planning.
- 7.10. Applies critical thinking in decision making.
- 7.13. Engages in performance management.
- 8.4. Creates opportunities for creativity and innovation.

- 8.5. Responds to emerging needs.
- 8.6. Manages organizational change.
- 8.8. Advocates for public health.

Qualifications:

- Licensed as a Registered Nurse (RN), issued by the Pennsylvania State Board of Nursing.
- Bachelor of Science in Nursing (BSN).
- Five years public health nursing experience preferred.
- Two years personnel management experience.
- The bachelor's degree may be substituted with an equivalent combination of education and a minimum of 10 years demonstrated community public health nursing experience.
- Experience in designing, managing, and implementing personal health programs, preferred.
- CPR certification.

Required Knowledge, Skills, and Abilities:

- Knowledge of principles and practices of public health nursing.
- Knowledge of current recommendations of the Advisory Committee on Immunization Practices.
- Knowledge of the U.S. Preventive Services Task Force and its recommendations.
- Knowledge of human systems including wellness, illness, growth and development, basic nutrition, human behavior, and family and community systems.
- Knowledge of theories and models of behavior change.
- Knowledge of medical terminology and appropriate abbreviations.
- Knowledge of Pennsylvania nursing laws, codes, and regulations.
- Knowledge of working with diverse populations.
- Verbal and written communication skills.
- Critical thinking and decision-making skills.
- Ability to prepare administrative and statistical reports.
- Ability to interact appropriately and effectively with a wide range of persons.
- Ability to maintain and handle confidential information.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload and utilize change management principles.
- Demonstrates a strong work ethic.

Physical Demands:

- Alternating between standing and sitting
- Driving
- Far visual acuity
- Near visual acuity
- Fine motor manipulation
- Hearing
- Keyboarding
- Sitting
- Speaking

The Health Department is an equal opportunity employer.

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