

SHAWNEE COUNTY, KANSAS
Position Description
Health Services Team Leader (MCH-Outreach)

**POSITION
NUMBER:**

HA1028

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position supervises a health care team providing services to children and their families in homes, community settings and clinics. Participates in collaborative community planning to identify and address the health care and social needs for the community's vulnerable populations. Works in tandem with other Health Department team leaders to assure quality care and programming is in place. Performs other duties as assigned. This position is supervised by the Family Health Division Manager.

WORK PERFORMED

- 40% Supervisor Duties.** Supervises program staff with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process. Instructs staff on proper completion of tasks. Reviews work of staff to ensure that projects are complete. Establishes work schedules and assigns work. Checks work procedures and products. Coordinates assignment and tracking of program referrals, including documentation and communication of outcomes to referral sources. Manage multiple programs for Maternal and Child Health (MCH) such as Fetal Infant Mortality Review (FIMR), Baby Basics Prenatal Education classes and client visits. Assesses staff and community educational needs relating to MCH population.
- 30% Program Analysis, Evaluation and Documentation.** Gathers, manages, and reports the data and information required for program accountability. Prepares reports and interprets data to Division Manager to assure quality MCH services are delivered. Maintains accurate and complete program and medical records. Participates in the development and implementation of policies, procedures, standards, guidelines and protocols for MCH programs.
- 15% Community Collaborations.** Represents the Shawnee County Health Department in community collaborations impacting the MCH population as assigned by the Division Manager. Assess community gaps in service, need for improved coordination, and educational needs relating to the MCH population.
- 15% MCH Departmental Support.** Performs other related management and supervisory duties as assigned. Provides direct services to families and children including assessing client needs, documentation and needs-based interventions and/or referrals. Coordinates care with other Department health services

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Public health theory and practices.
- Basic human physical, nutritional and psychosocial needs of the maternal and child population
- Federal, State and County laws and regulations which impact the department.
- Human resources management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.

Ability to:

- Communicate effectively to individuals and groups, both orally and in writing, using the English language.
- Apply public health philosophies in developing programs and staff.
- Exercise independent judgment and seek solutions to problems that arise on a regular basis.
- Work independently in challenging situations.
- Prepare and maintain records, charts and reports.
- Follow detailed written and oral directions.
- Coordinate, plan, and direct the work of others.
- Plan and conduct meetings and trainings

Skill in:

- Providing leadership and direction to employees.
- Building and maintaining relationships based on trust, support, and growth with team colleagues and community members.
- The use of a variety of computer software and applications.
- Working with diverse populations.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-30 lbs.	X				Around Moving Machinery	X			
ARMS					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes			X	
Lifting-30 lbs.	X				Twisting			X		Cramped Body Position	X			
Pushing/Pulling	X				Squatting			X		Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces			X	
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying			X		Irregular Surfaces	X			

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VOICE				Climbing		X		Moving Objects			X	
Talking			X	Jumping	X			In High Volume Traffic		X		
EARS				Turning		X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X	Lifting-30 lbs.		X					X	

EQUIPMENT USED

Stethoscope	Measuring Devices	Blood Pressure Cuff
Syringes	Adult/Infant Scales	Hemocue/Lancet Device
Penlight	Personal Computer	BBP Personal Protective Equipment
Telephone	Motor Vehicle	Developmental Testing Equipment
Printer	Office Equipment	Ophthalma/Otoscope
Fax Machine	Office Furniture	Health Education/Nutrition Teaching Materials

MINIMUM QUALIFICATIONS

- Licensed as a Registered Nurse in the State of Kansas.
- Two (2) years’ direct patient care nursing experience.
- Two (2) years’ supervisory experience in a medical office, hospital, clinical health care setting or program oversight OR two (2) years’ clinical nursing experience with the Shawnee County Health Department (SCHD) and the ability to demonstrate leadership qualities.
- CPR Certification.
- Valid Driver’s License and eligible to operate a County-owned vehicle (HR-2013-2).
- HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical and drug screen.
- Required to lift up to thirty (30) pounds.
- If CPR Certification has lapsed, will be required to renew Certification within 120 days of employment.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee Signature

Date

Administering Supervisor

Date

Appointing Authority's Signature

Date

Created: 04/05
Revision History: 08/24