



Director of Community Health and Prevention

The DeKalb County Health Department is seeking a full-time (40 hours per week) Director of Community Health and Prevention. This is a senior management position reporting directly to the Public Health Administrator. Ideal candidate would have a thorough knowledge of principles, practices, and administration of community health programs and demonstrated experience overseeing programs and staff in a public or community health setting.

Responsibilities

- Recommends, establishes and implements program and Division priorities, policies and procedures for the Division of Community Health and Prevention.
- Provides oversight and direction for grants in the Community Health and Prevention Division, including primary responsibility for assuring deliverables and reporting requirements are met.
- Interviews, recommends for employment, trains, supervises and evaluates Division of Community Health and Prevention employees. Provides performance management in accordance with agency policies and practices.
- Provides direct supervision of program coordinators; oversees and directs operation of the Division of Community Health and Prevention.
- Prepares and reviews various records and reports of an operational, statistical, professional, and research nature.
- Assists in the preparation of the annual budget of the Division of Personal Health Services. Assists in the acquisition of funding to support services.
- Actively participates in the programs and activities of professional organizations related to public health services.
- Adapts existing public health programs to changing community needs. Recommends initiation and assists and directs development of new public health programs.
- Functions in a leadership role on the agency's Emergency Preparedness Team, and leads the clinical aspects of emergency planning and operations.
- Serves as a liaison and resource person to community agencies and the general public. Attends and participates in meetings, conferences, and other activities.
- Performs other duties as required or assigned.

Requirements

- Requires certification of graduation from an approved school of nursing and an Illinois license to practice nursing AND a Master's Degree and two (2) years' experience in a generalized family-centered health program OR a Bachelor of Science Degree in nursing and four (4) years' experience in a generalized family-centered health program.

OR

A Master's degree in Public Health or related field and three (3) years' supervisory experience overseeing clinical programs in a public or community health setting.

- Excellent communication skills and the ability to establish and maintain positive relationships with the public and employees.
- Requires relevant leadership and supervisory experience.

Benefits Package

- Starting hourly salary range: \$39.38 - \$43.31, negotiable based on experience.
- Blue Cross Blue Shield of Illinois Health and Dental Insurance (Employee Contribution Required) or Buyout Option
- Term Life Insurance
- Illinois Municipal Retirement Fund Pension (Employee Contribution Required)
- Annual Paid Time Off- starting at 10 vacation days, 12 sick days, 13.5 holidays

How to Apply

- Employment application can be accessed at: <https://dekalbcounty.org/job-opportunities/>
- Resume, cover letter and completed application can be emailed to lgonzalez@dekalbcounty.org