



MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

1540 WEST PARK AVE., STE 1 OCEAN TWP., NJ 07712

Tel 732-493-9520 Fax 732-493-9521

www.mcrhc.org

Health Officer

Job Description: This position is for an individual who is licensed pursuant to N.J.A.C. 8:7 and will be employed full-time as the chief executive officer of the Monmouth County Regional Health Commission. This individual is responsible for evaluating health problems, planning appropriate activities to address these health problems, developing necessary budget procedures to finance these activities, and directing staff to carry out these activities efficiently and economically for the twelve municipalities we serve, and the Monmouth Public Health Consortium.

Essential Functions

- The health officer actively participates in and is responsible for the joint development of a Community Health Profile, Community Health Assessment and Community Health Improvement Plan.
- The health officer is responsible for an evaluation of the capacity of the Regional Health Commission in accordance with the process set forth in "Assessment Protocol for Excellence in Public Health." The evaluation is used to identify the capacity of the local health agency to deliver the services set forth in N.J.A.C. 8:52-5.2 and to provide the information necessary.
- The health officer is responsible for the development of goals and objectives for each program conducted by the Regional Health Commission and the development of a continuous quality improvement process to ensure progress in achieving its goals.
- The health officer is responsible for developing an internal monitoring plan that measures progress in achieving each of the health department's goals and objectives.
- The health officer is responsible for developing an improvement plan to address performance deficiencies which are revealed during the Continuous Quality Improvement process.
- The health officer is responsible for ensuring that all public health staff receives adequate training for the activities they are expected to perform.
- The health officer is responsible for ensuring the development of a Community Health Improvement Plan.
- The health officer is responsible for enforcing the laws and regulations that protect health and ensure safety as set forth at N.J.A.C. 8:52-14.
- The health officer is responsible for ensuring the monitoring of health status to identify community health problems as set forth at N.J.A.C. 8:52-10.
- The health officer is responsible for ensuring the diagnosis and investigation of health problems in the community as set forth at N.J.A.C. 8:52-12.
- The health officer is responsible for ensuring the development of programs that inform, educate, and empower people regarding health issues as set forth at N.J.A.C. 8:52-6.
- The health officer is responsible for ensuring the development of programs designed to mobilize community partnerships to identify and solve health problems as set forth at N.J.A.C. 8:52-9.

- The health officer is responsible for ensuring the development of systematic policies and plans which support individual and community health efforts as set forth at N.J.A.C. 8:52-11.
- The health officer is responsible for ensuring the development of programs designed to link people to needed personal health services and assures health care when it is otherwise unavailable as set forth at N.J.A.C. 8:52-13.
- The health officer is responsible for ensuring the development of programs designed to evaluate the effectiveness, accessibility, and quality of personal and population-based health services as set forth at N.J.A.C. 8:52-16.
- The health officer is a member of the Monmouth County Local Emergency Planning Committee
- The health officer is the liaison for LINCS – Local Information Network Communications System.
- The health officer is responsible for the management of the Monmouth Public Health Consortium
- May give testimony and performs all other duties as may be required in court cases.
- Shall make a monthly report of the work done by the Regional Health Commission to the board of commissioners
- Maintains records and files.
- Shall attend meetings of the state departments, when requested for consultation concerning any matter concerning public health.
- Develop community support for the health commission through conferences or making presentations on services provided by the health commission to elected or appointed officials including the municipal administrators, community organizations, health groups, schools, local boards of health, and the business community.
- The health officer may be required to perform inspections of various types including but not limited to food, drug, nuisance, and facilities.
- Performs all other duties as required.

Qualifications

- Master of Science in Public Health or related field from an accredited college or university.
- Possession of a current and valid NJ Health Officer License issued by the NJ Department of Health.
- Ability to analyze, develop, and interpret policies, and to work harmoniously with all Departments, associates, subordinates, and others having an interest in MCRHC. Ability to take a leading role by providing needed advice and assistance.
- The ability to organize information and resources.
- The ability to assess staff competencies and to match those competencies with the appropriate tasks and activities.
- The ability to implement business practices that are appropriate to the capabilities of the organization.
- The ability to recruit, retain, and develop staff that are trained and licensed in the disciplines of health science and public health.
- The ability to ensure appropriate coordination and response to public health problems that follow established scientific guidelines.
- The ability to use electronic tools for the study, investigation and understanding of the determinants of health.
- Ability to interpret relevant public health laws and apply them to specific cases.
- Ability to read, write, and speak English sufficiently to perform the duties of the position.
- Proficient in word processing, spreadsheet and data base computer applications, specifically Microsoft Word, Excel, Access and CDRSS
- Must possess a driver's license valid in New Jersey.
- The ability to acquire knowledge of Federal, State, County and local policies and procedures along with in depth knowledge of public health regulations, procedures, and responsibilities of specific public health concerns, basic knowledge of theories, methods and practices.

- Ability to establish and maintain effective working relationships with Federal, State and Local Officials, County Department Heads, Elected Public Officials, Board members, employees, public health professionals, media personnel, and the general public.
- Ability to handle confidential information with discretion and professionalism.

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Retirement plan

Schedule:

- Monday to Friday
- After hour calls 24/7 contact for Communicable Disease reporting/ Public Health Emergency calls.
- After hour Board of Health meetings

Ability to commute/relocate:

- Tinton Falls 07724: Reliably commute or planning to relocate before starting work (Required)

Education:

- Master's (Required)

License/Certification:

- Health Officer's License
- Driver's License (Required)
- REHS and CHES Licenses will be a plus

Compensation Commensurate with experience