

Public Health Officer

Blaine County is looking to appoint a Public Health Officer. This is an appointed position and all applications/resumes will be reviewed by the Blaine County Board of Public Health. Applicants may pick up a position description from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The position description is also available online at www.blainecounty-mt.gov. Applications/Resumes must be submitted to the Blaine County Human Resource Office. **Position is open until appointed.**

**BLAINE COUNTY
POSITION DESCRIPTION**

POSITION: Blaine County Public Health Officer

DEPARTMENT: Blaine County Public Health

ACCOUNTABLE TO: Blaine County Commissioners

REVISED: October 14, 2021

QUALIFICATIONS:

According to Montana Code Annotated 50-2-118 qualifications to serve as health officer are:

- a physician;
- a person with a master's degree in public health; or
- a person with equivalent education and experience, as determined by the department

DUTIES AND RESPONSIBILITIES:

- Functions as the lead public health official and health officer for Blaine County, powers and duties as outlined in MCA Title 50;
- Provides support, direction and information to the Blaine County Board of Health;
- Participates in partnerships with local health community and local governments to identify public health delivery issues;
- Develops and maintains working relationships with elected officials from local, state and federal governments;
- Represents Public Health to the community through media and public and private contacts; attends conferences and meetings;
- Develop, recommend, and inform public health policy in Blaine County
- Contribute expertise to health department staff to ensure Essential Public Health Services are being carried out
- Maintains knowledge and understanding of local healthcare environment and how it relates to state and regional environment
- Attends meetings of Local Board of Health and other meetings as necessary
- Responds to requests from Health Department Staff for guidance
- Serves as the face of Public Health for the Blaine County Health Department
- Provides public health and clinical supervision for clinical staff at Blaine County Health Department

KNOWLEDGE, SKILLS & ABILITIES:

- supervisory techniques and personnel practices;
- federal laws and standards for public health departments;
- Montana Code Annotated and Blaine County regulations;
- Health Department policies and procedures;
- Health Department programs;
- clinic health and safety regulations and policies;
- community health and human service resources;
- understand and interpret statutes, regulations, policies, procedures and guidelines;
- communicate effectively orally and in writing;

WAGE:

- Monthly wage for being appointed as the Blaine County Public Health Officer is \$198.50/month.