

# CHS ADMINISTRATOR/ PUBLIC HEALTH SUPERVISOR

**SALARY: \$80,059 TO \$100,880**

## NOBLES COUNTY *Minnesota*



### THE COMMUNITY

Nobles County is located in the southwestern corner of Minnesota, bordered by South Dakota to the west and Iowa to the south. Established in 1857, it encompasses 723 square miles and is known for its rich agricultural heritage with vast farmlands dedicated to corn, soybeans, and livestock. The county seat, Worthington, is the largest city in the County and serves as a regional hub for commerce, healthcare, and education. Worthington is also home to Lake Okabena, a popular spot for recreational activities like boating, fishing, and community events.

Nobles County has a diverse and growing population of approximately 22,000 residents. The community is characterized by a mix of rural and urban living with strong connections to its cultural heritage and immigrant communities, particularly from Latin America, Asia, and East Africa. This diversity enriches the local culture, seen in the County's vibrant festivals, markets, and cuisine.

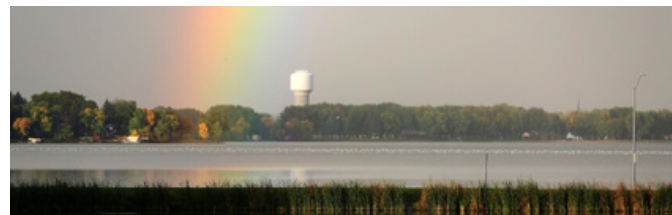
The local economy is driven by agriculture, manufacturing, healthcare, and education. Major employers include JBS Pork, the Worthington School District, and Sanford Health, which contribute significantly to the region's employment landscape. The County boasts a robust education system, highlighted by Minnesota West Community and Technical College, providing local opportunities for higher education and workforce training.

Nobles County offers a quality of life with a blend of small-town charm and modern amenities. With a strong sense of community, access to parks, trails, and lakes, and active civic engagement, it is a welcoming place for residents and visitors alike.

### THE ORGANIZATION

Nobles County, Minnesota, is governed by a Board of Commissioners which consists of five members who are elected by district. The county government provides a range of services to residents, including public health, social services, law enforcement, highway maintenance, and environmental management. The organizational structure includes various departments such as Human Resources, Community Services, Public Works, Parks, Library, and others.

The County Administrator oversees the daily operations and implements policies set by the Board. Key appointed positions include the County Engineer, County Attorney, and various department heads who manage the County's operations. The government aims to deliver efficient public services while fostering community development and maintaining fiscal responsibility.





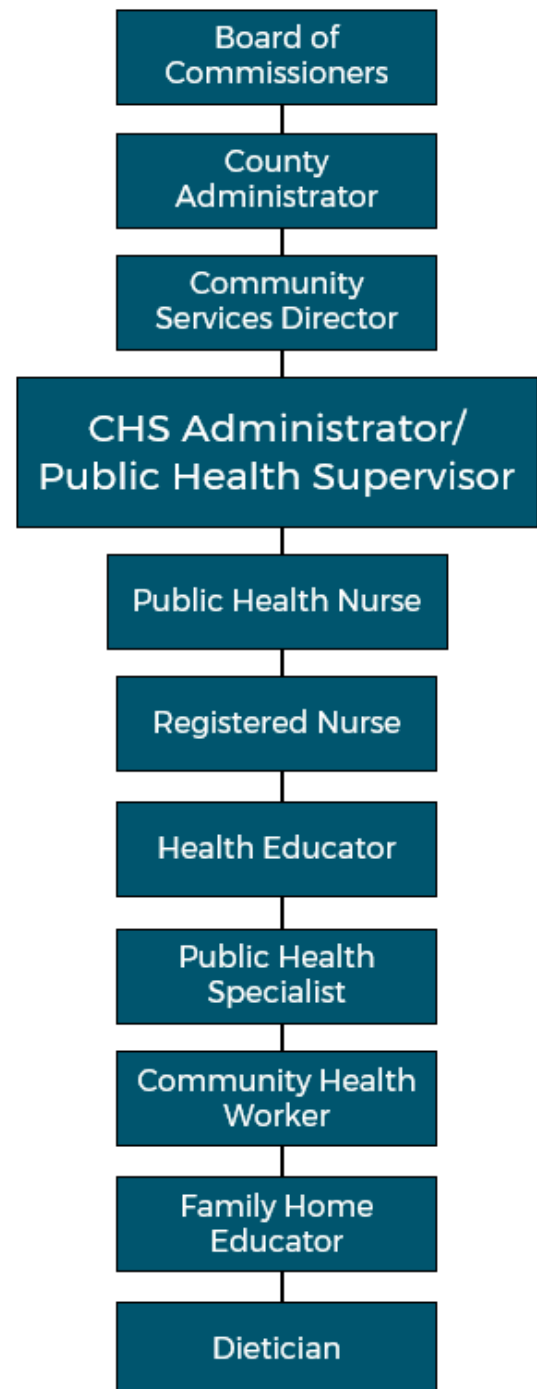
## PUBLIC HEATH DIVISION

The Public Health Division is responsible for promoting and protecting the health and well-being of the community. It offers a range of services and programs aimed at improving public health and addressing health issues within the county. Key functions include:

- **Disease Prevention and Control:** Managing and responding to disease outbreaks, implementing vaccination programs, and conducting health screenings.
- **Health Education and Promotion:** Providing public education on health issues, arranging health education programs, and promoting healthy behaviors and lifestyles.
- **Environmental Health:** Addressing environmental health concerns, such as sanitation, water quality, and food safety.
- **Emergency Preparedness:** Coordinating responses to public health emergencies and disasters, including planning and training for emergency situations.
- **Community Health Services:** Offering services like maternal and child health programs, immunizations, and health assessments to improve community health.
- **Collaboration:** Working with local health providers, community organizations, and state agencies to coordinate services and maximize the impact of public health efforts.

The division is also involved in data collection and analysis to identify health needs and gaps in services, and it prepares reports and updates for the county board and public health stakeholders.

## DIVISION STRUCTURE





## ESSENTIAL DUTIES OF THE POSITION

### Supervises and Evaluates Assigned Staff

- Supports hiring, training, supervision, and performance management of staff, ensuring compliance with policies, addressing employee concerns, and overseeing public health unit activities under the Community Services Director's guidance.

### Carries Out Specific Duties Associated with the Position

- Prepares reports and analyzes statistical data on public health services, directs program planning and operations, manages budgets, monitors compliance with regulations, oversees needs assessments, and advises the Nobles County Board on health policies and system impacts.

### Serves as Communication Representative for the Public Health Unit

- Explains public health programs to agencies and the public, arranges education programs, and promotes inter-agency collaboration. Plans public relations activities, builds relationships with health and social service providers, consults with state agencies, and acts as a liaison between the Minnesota Department of Health and County Board. Attends meetings to communicate health information, addresses public health emergencies, and works with local government and community groups on environmental health and emergency response issues.

### Performs work based on expected standards

- Works collaboratively with County employees and management to serve the public, follows safety protocols, reports risks, and maintains the confidentiality of protected data.

## APPLY HERE!

Visit <https://www.ddahumanresources.com/active-searches> for more information. **The application deadline is October 25, 2024.**

Please direct any questions to Pat Melvin at [pat@daviddrown.com](mailto:pat@daviddrown.com) or 612-920-3320 x116.

## MINIMUM QUALIFICATIONS

### Education/Experience

- Bachelor's degree in Nursing, Administration, Public Health, Community Health, Environmental Health and two (2) years of public health experience in a supervisory capacity, **or**
- Registered as an Environmental Health Specialist or Sanitarian in Minnesota and two (2) years of public health experience in a supervisory capacity, **or**
- Master's degree in Nursing, Administration, Public Health, Community Health, or Environmental Health and one (1) year of public health experience in a supervisory capacity, **or**
- Bachelor's degree and four (4) years of public health experience in a supervisory capacity

### Other

- Ability to possess or achieve the requirements of Community Health Service Administrator as outlined in Minnesota State Statute and Rule, **and**
- Class D driver's license

\*Preference will be given to Registered Nurse candidates with eligibility for PHN Certification.