

Job Title: Health Department Administrator (Contract Position)

Location: Parke County, IN

Job Type: Part-Time

Hours: Minimum of 20 hours per week which may be a mix of virtual and onsite. Hours will vary on a weekly basis and may exceed the minimum requirement based on the department's needs.

Position Overview:

The Health Department Administrator is responsible for overseeing the day-to-day operations of the Parke County Health Department. The Administrator will work closely with the Parke County Health Department Board, staff, and external stakeholders to ensure the efficient delivery of public health services, manage operational budgets, and ensure compliance with local, state, and federal regulations.

Key Responsibilities:

- Oversee the daily operations of the Health Department, ensuring efficient program delivery and operations.
- Coordinate and manage staff, including overseeing recruitment, training, and performance evaluations.
- Develop, implement, and monitor health programs and services to meet the needs of the community.
- Collaborate with community stakeholders to advance public health goals.
- Manage the department's budget, ensuring proper allocation of resources and compliance with financial regulations.
- Ensure adherence to local, state, and federal health policies and regulations.
- Assist in preparing reports and grant proposals and ensure accurate documentation for program evaluation.
- Provide leadership and guidance in response to public health emergencies or crises.
- Develop department policies and procedures to ensure continuous improvement in delivery service.
- Represent the Health Department at public meetings and community events.
- Support the development and implementation of public health initiatives, health education, and outreach programs.
- Ability to supervise and direct department personnel, including making hiring/firing recommendations, making work assignments, providing corrective instruction, evaluating work performance, ensuring appropriate training, enforcing policies and procedures.
- Ability to obtain training and certification required to perform departmental duties as necessary.
- Ability to effectively communicate orally and in writing with Health Board, Indiana State Department of Health, media representatives, other County departments, and members of the general public.
- Ability to maintain confidentiality of departmental information.
- Ability to attend conferences and meetings as required.

Qualifications:

- Degree in public health, healthcare administration, or a related field (Master's preferred).
- Previous work-related experience in leadership/management/administration.
- Proven experience managing budgets, grants, and compliance with regulations.
- Strong understanding of public health principles, policies, and healthcare systems.
- Excellent communication and interpersonal skills with the ability to engage with diverse stakeholders.
- Ability to work independently and collaboratively in a remote and onsite hybrid work environment.
- Strong organizational and problem-solving skills.
- Experience in emergency preparedness and response is a plus.

Work Environment:

- Flexibility in the work schedule may be available based on project timelines and departmental needs.
- Occasional evening and weekend work may be required for community outreach events, meetings, or emergencies.

Compensation:

- Contract duration and renewal subject to department needs and performance.

How to Apply: Applications can be picked up at the Auditor's office.