



Medical Director – Health and Human Services

Class code: 01321

Employee Group: Management/Confidential

FLSA: Exempt

Salary Band: 17

I. Position Summary

Under administrative direction, to perform as the medical director for Jackson County Health and Human Services, to provide medical direction, guidance, planning, supervision, and to provide related services as required.

II. Supervision Exercised

May act as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Provides medical oversight, including direction, guidance, and planning, for the medical activities of the County Public Health Division including immunizations, communicable disease control, sexually transmitted diseases, family planning, and HIV prevention. Includes preparation and signing of standing orders.
- Provides technical assistance to any and all staff of Health and Human Services including, but not limited to, providing support during the investigation of a rabies contact, providing expertise for a complicated developmental disabilities or mental health client, and examining a complex family planning or tuberculosis patient.
- May provide direct supervision to physicians, nurses, or other Public Health staff.
- May provide consultation to the County to assure the provision of medical services to incarcerated individuals is appropriate and safe.
- Provides consultation to nurse epidemiologist in management of clients under treatment for latent and active tuberculosis.
- Participates as a member of the Public Health management team in formulating responses to communicable disease outbreaks.
- Serves as a consultant to the nurse practitioner staff in all Public Health programs.
- Provides consultation and technical support to other health care providers in the community as is necessary to achieve appropriate goals, as established by the leadership at Jackson County Health and Human Services.
- Provides leadership during a public health emergency and technical support to staff when needed.
- Provides consultation regarding medical management of individuals (e.g., a decision to provide immunization or preventive treatment to a person exposed to a communicable disease, including assessment, follow-up, recommendations for prevention or treatment, etc.).
- Provides consultation (which may include leadership) related to management of a defined community health issue (e.g., a given outbreak of a communicable disease).
- Provides consultation on the need to invoke public health measures such as mass vaccination, isolation, quarantine, restaurant closures, and health alerts.
- May provide direct medical care to clients of specific public health programs as previously agreed upon and/or specified in protocols (e.g., TB cases, family planning clients who do not fit protocols).
- Recommends and approves, in consultation with the Health and Human Services Director and Public Health Division Manager, clinical practice policies and certain public health practice policies for the department.

- Approves all protocols/policies for medical services provided at the Health Department. Writes and/or update standing orders and medical protocols as needed by nursing supervisors.
- Brings the public health physician perspective to the local health department's management process. Participates in Administrative Team. Provides consultation to County staff (and other stakeholders) regarding ongoing community health issues.
- Provides leadership and consultation with the medical provider community. Serves as a liaison with the medical community, a media spokesperson, and a physician ambassador.
- Arranges for a back-up physician with appropriate training when a prolonged physical absence is anticipated.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings, including completing ICS training.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Thorough knowledge of modern medicine theory and practice.
- Knowledge of modern medicine practice in a community health setting.
- Knowledge of medicine and surgery.
- Ability to diagnose and treat medical problems.
- Ability to plan and supervise a treatment plan.
- Ability to prepare and maintain accurate reports.
- Ability to communicate effectively both orally and in writing.
- Ability to speak to the press and represent the position of the department to the public.
- Ability to work as a team member.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- Graduation from an approved school of medicine with residency training in a field of specialty appropriate for the practice of public health AND one year of leadership, supervisory and/or program oversight experience is preferred AND a Masters of Public Health is strongly preferred.

Licenses, Certificates and Other

D.O. or M.D. with license to practice medicine in the State of Oregon or ability to acquire a license within 60 days of employment. Valid Oregon State Driver's License with acceptable driving record.

Physical Demands (Performance of the essential duties of this position includes the following physical demands and/or working conditions)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Requires exerting in excess of 20 pounds of force occasionally and up to 20 pounds of force daily to move objects. Exposure to communicable diseases. Requires driving and travel.

Working Environments

Work is performed in an office environment and may include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management’s decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 1/12