

Job Class Code: 7347	FLSA Status: Exempt-P
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION

The purpose of the job classification (class) is to supervise staff and manage the operations of Mobile Integrated Healthcare (MIH) under the direction of the Fire Chief and Chief Medical Officer. The class is responsible for all aspects of the MIH Program which aims to assess citizens who utilize 9-1-1 Emergency Medical Services for non-emergencies and navigate them to the appropriate level of care. Major responsibilities include program development; process improvement; healthcare provider, community partner, and stakeholder collaboration; supervision of enrollments and routine monitoring services; community-wide risk reduction services and life-saving educational programs.

TYPICAL TASKS

- Assists the Chief Medical Officer in recruiting and hiring staff; trains, supervises, and evaluates performance.
- Researches, develops and implements program goals, objectives, policies, and procedures. Provides strategic planning for ongoing programs and new programs.
- Monitors and manages program processes and outcomes; participates in quality improvement measures, in-service trainings, compiles data, conducts lessons, and completes reports as assigned.
- Manages the budget and operating plan to include personnel, capital improvements, major equipment acquisitions and contracts with referring providers and contractors.
- Cooperates with federal, state, regional, and local stakeholders to further the development of MIH at local and regional levels. Serves as the city’s liaison to the State MIH Workgroup.
- Meets with community partners and key stakeholders to identify and explain program goals, objectives, critical success factors, and success measures.
- Provides status updates on a regular basis and reports changes or issues that may impact program scope or requires resolution in order to maintain progress on a timely basis.
- Supervises clinical decisions regarding participant enrollment, healthcare goals, referral services, and completion criteria.
- Conducts small-to-large meetings/development sessions and delivers engaging, informative, well-organized presentations.
- Manages public education activities and provides relevant health & safety training to the local community.
- Supervises daily operations and ensures staff maintains concise clinical records that comply with State and Federal regulations in a timely manner.
- Performs other duties as assigned.

GENERAL STANDARDS

Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios, and proportions or measurements; may use descriptive statistics.
Language Requirements	Read technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; Speaks before professional and civic groups, participating in panel discussions and

	speaking extemporaneously on Mobile Integrated Healthcare topics; writes complex articles and reports.
Mental Requirements	Performs professional level work requiring the application of financial, legal or managerial methods in the solution of administrative problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and occasional exposure to unusual pressures.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, supervises others requiring the development of procedures and constant decisions affecting subordinate workers and others in the general public; establishes goals, objectives and policies.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in public health, public administration, healthcare administration, nursing or closely related fields. A master's degree is preferred.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of five years of related, full-time equivalent experience in health care, or emergency services environment.
Special Certifications and Licenses	Requires a valid driver's license and driving record in compliance with the City Driving Standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.