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## HEALTH ACTIVITIES MANAGER

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<b>Department:</b>		<b>Reports To:</b>	
<b>Division:</b>	Administration	<b>Location:</b>	Administration Building
<b>FLSA Status:</b>	Exempt	<b>Classification:</b>	Full-Time/Civil Service
<b>Approved By:</b>		<b>Date of Approval:</b>	
<b>Pay Grade Level:</b>	9		

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### JOB SUMMARY

Plans, directs and coordinates all health-related programs of Lafourche Parish Government to control risks and losses by performing the following duties personally or through subordinates.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Develops, recommends and monitors budget allocations for the Lafourche Parish Detention Center, Thibodaux Health Unit, Lafourche Parish Animal Shelter and Mosquito Control
- Monitors journals, statistical, financial and legal documents for the Lafourche Parish Detention Center, Thibodaux Health Unit, Lafourche Parish Animal Shelter and Mosquito Control
- Directs activities and training of the medical contractors housed at the Lafourche Parish Detention Center. Responsible for supplying contractors with all supplies and equipment needed to fulfill contract
- Responds to subpoenas for medical or clinical records of the Lafourche Parish Detention Center and assists with the representation of Lafourche Parish Government in court involving cases
- Directs hiring and training of personnel for respective programs under direct supervision
- Cooperates with schools and community organizations to encourage public interest and knowledge of basic first aid training and assists in the development and presentation of classes
- Liaison for Lafourche Parish Government and contractors for Mosquito Control for Lafourche Parish

Other duties may be assigned.

## **ADDITIONAL RESPONSIBILITIES**

- Responsible for the establishment and maintenance of all records and reports
- All parish government employees in a declared emergency shall be considered essential personnel

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises assigned personnel; carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Responds well to questions.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction.

Initiative - Volunteers readily; Undertakes self-development activities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** Bachelor's degree from four-year college or university; or two (2) to four (4) years related experience and/or training; or equivalent combination of education and experience in the technical and programmatic aspects of governmental management and planning.

Must be capable of handling a variety of public service situations that may arise after normal working hours. Specific abilities include the availability to be on 24-hour call during

assigned periods, knowledge of departmental personnel capabilities and procedures to be followed in properly responding to after-hours calls.

**Language Skills.** Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, business and industry, and elected officials.

**Mathematical Skills.** Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**Reasoning Ability.** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

#### **OTHER SKILLS AND ABILITIES**

- Must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials and other employees of the Lafourche Parish Government.

#### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk and hear. The employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is regularly required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, wet or humid conditions, moving mechanical equipment and parts, fumes, or airborne particles, toxic or caustic chemicals, and extreme heat. The noise level in the outdoor work environment is noisy.