

**Miami County Public Health
Medical Director**



Division: Administration

Reports to: Health Commissioner

Position: Unclassified, part-time contracted

Hours: 3 hours per week onsite, currently Thursday mornings but could be flexible on day of week.

Salary: \$161.69 per hour.

JOB RESPONSIBILITIES:

Under general direction of the Miami County Board of Health, the Medical Director provides medical direction for all health professionals working in Miami County Public Health (MCPH) clinics; provides medical consultation in regards to clinical services provided by MCPH; provides clinical physician services to include wellness and diagnostic patient examinations, orders appropriate lab work, prescribing treatment or therapies and other services as can be performed only by a physician; reviews medical cases, etc.; reviews, develops, and implements medical and clinical policies, procedures, and protocols; provides training to employees. Attends Board of Health meetings, communicates with the Board of Health and advises the Board on medical policy; attends other civic and community meetings related to public health matters; attends conferences and seminars as required.

QUALIFICATIONS:

Position requires:

- Must be certified to practice medicine as issued by State Medical Board pursuant to O.R.C. Section 4731.14 and hold a current certificate of registration issued by the State Medical Board pursuant to O.R.C Section 4731.281.
- A valid Ohio driver's license and maintain a driving record that meets the insurability requirements of the agency's insurance provider.
- Must be able to pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of: interviewing; counseling; education techniques; child development; safety practices and procedures; agency goals and objectives; agency policies and procedures; emergency medical care procedures; first aid practices; medical technology; medical lab procedures; nursing techniques and methodologies in prevention and treatment of disease; infection control; public health; communicable diseases; immunology; medical terminology; community resources and services; cardiopulmonary resuscitation; Medicare and Medicaid laws, rules and regulations; electronic medical record software; office practices and procedures; records management; personnel administration; human relations; public relations; workplace safety; supervisory principles and practices; case management; public health ethics.
- Skills in: use of medical equipment, use of modern office equipment; proficiency in computer operation and use of email.
- Ability to: demonstrate regular and predictable attendance, recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply law, rules, or regulations to specific situations; prepare accurate documentation; maintain records according to established procedures; move quickly and effectively from one task to another; train or instruct others; handle sensitive inquiries from officials and the general public; maintain information in strict confidentiality; demonstrate cultural competency; develop and maintain effective working relationships.

If you would like to be considered for the position, please submit a **cover letter, resume', and application to:**

Dennis R. Propes, RS, MPA
Health Commissioner
510 West Water St. Ste. 130
Troy, Ohio 45373
dpropes@miamicountyhealth.net

Application can be downloaded at: www.miamicountyhealth.net – Employment Opportunities.

Miami County Public Health is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age disability or military status in employment or the provision of services. Our agency is committed to the recruitment of diverse individuals who can offer different talents and perspectives to assist us in accomplishing our agency's mission, vision, and fulfillment of the five core commitments.

posted 4/4/2024 posting ends: Until Filled, first review 5/1/2024