



VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

DIRECTOR OF HEALTH AND HUMAN SERVICES

EFFECTIVE DATE: _____

DEPARTMENT: Health and Human Services	WORK LOCATION: Village Hall	FLSA STATUS: Exempt	
CLASS CODE: 8550	RANGE: 28	PENSION: IMRF	UNION: NU
REPORTS TO: Village Manager	LEVEL OF SUPERVISION RECEIVED:	LICENSE/CERTIFICATES: Master's Degree or higher in Public Health, Mental Health, Medicine or a related field	

SUMMARY:

The Director manages the Department of Health and Human Services and its essential functions of budget, personnel, clinical programs, and regulatory compliance. He/she leads the department in activities that address strategic planning and offers mechanisms for professional development for each member of the department. The Director position requires considerable flexibility because he/she works with employees, other department directors, members of the Board of Trustees, the Village President and 'legitimizing organizations' in the community.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Administers, supervises, and implements the provisions of services within the Department of Health and Human Services. This includes, but is not limited to, allocating, supervising and directing staff toward accomplishment of departmental goals; monitoring departmental adherence to the Staff Policy Manual and	Weekly 100%

	standard operating procedures for personnel in the department; establishing and implementing training programs for all department staff consistent with Village and Department policies, procedures, and programs; insuring departmental adherence to regulatory matters including, but not limited to, the Illinois Confidentiality Act, the Abused and Neglected Child Act, the Bloodborne Pathogens Act, and the Illinois Department of Public Health; maintaining ethical, professional standards for conduct of the Department and assures adherence to regulatory requirements governing its services; coordinates the Employee Wellness Program and develops programs and services as needed; presents the proposed budget for the Health and Human Services Department for review by the Village Manager and the Director of Finance and presents the budget to the Finance Committee; monitoring revenue to assure a dependable resource and approving expenditures within the approved budget.	
2.	Establishes priorities and procedures regarding recruitment, selection, and training of professional trainees accepted by the Department.	Monthly 10%
3.	Establishes and maintains an effective working relationship with other service providers in the area in all types of jurisdictions.	Monthly 10%
4.	Insures that the Department maintains a comprehensive listing of social services, welfare, health, legal and mental health resources or Information and Referral services.	Weekly 10%
5.	Maintains effective working relationship with Directors of other Village Departments and with the Village President and Trustees.	Daily 100%
6.	Insures that residents and employees are informed regarding the services of the Department.	Monthly 15%
7.	Regularly attends and actively participates in the Management Team.	Monthly 10%
8.	Demonstrates a knowledge base of medical and mental health issues and ethical/legal matters sufficient to guide the department's programming in a manner consistent with its function as a department of municipal government services.	Daily 100%
9.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Participates in Village-sponsored events and programs as directed by the Village Manager.
2.	Participates in direct and indirect client service such as referral, education, intake and psychotherapy.
3.	Provides expertise to the Village organization in matters related to the Americans with Disabilities Act and issues related to housing issues for older adults.

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| 4. | Represents the Village at meetings when requested to do so by the Village Manager. This may include making educational or program presentations to the public. |
| 5. | Performs other duties, tasks, and responsibilities as assigned. |

SUPERVISORY RESPONSIBILITIES: (*Select one – required*)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (***List specific responsibilities below***)

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

<i>Psychology, with a concentration in Community Psychology preferred</i>
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Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

<i>Five years minimum</i>
<i>Five years minimum</i>

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

<i>Enter specific application(s) here</i>
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COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Foreign language skills Ability to speak and/or read, write and comprehend...

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	_____	_____
Walks	_____	_____	_____	_____
Sits	_____	_____	_____	_____
Uses fingers in a repetitive motion	_____	_____	_____	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	_____
Reaches with hands and arms above shoulder	_____	_____	_____	_____
Climbs or balances	_____	_____	_____	_____
Twists or turns	_____	_____	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	_____	_____	_____
Pulls, pushes, or carries	_____	_____	_____	_____
Talks or hears	_____	_____	_____	_____
Tastes or smells	_____	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	_____	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	_____	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

_____ Absence of color blindness

Corrected vision of...

_____ Uncorrected vision of...

<i>Enter specific vision requirement here</i>
<i>Enter specific vision requirement here</i>

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

Environmental Conditions

None Less than 1/3 1/3 to 2/3 More than 2/3

Customary indoor conditions	_____	_____	_____	<u> X </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	_____	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	_____	_____	_____
Works near moving mechanical parts	<u> X </u>	_____	_____	_____
Works in high precarious places, underground, or confined spaces	<u> X </u>	_____	_____	_____
Flying debris or airborne particles	<u> X </u>	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	<u> X </u>	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	_____	_____	_____
Risk of electrical shock	<u> X </u>	_____	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	<u> X </u>	_____	_____	_____
Extreme illumination	<u> X </u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u> X </u>
Moderate noise level (Raised voice levels)	_____	_____	<u> X </u>	_____
High noise level (Shouting/ear protection may be needed)	<u> X </u>	_____	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

Department Director

Reviewed Approval:

Human Resources Management Director

Approved:

Village Manager

Effective Date: _____

Revision Date: _____