



**Public Health**  
Prevent. Promote. Protect.

# WARREN COUNTY HEALTH DISTRICT

416 South East Street – Lebanon, Ohio 45036

Duane Stansbury, R.S., M.P.H.  
HEALTH COMMISSIONER

Scott R. Swope, D.O.  
MEDICAL DIRECTOR

## **EMPLOYMENT OPPORTUNITY**

Posted 05-09-2022

**POSITION:** Medical Director (Contract Position)  
**AGENCY:** Warren County Health District  
**DEPARTMENT:** Nursing Division  
**LOCATION:** 416 S. East Street, Lebanon, Ohio  
**HOURS:** Part Time or Full Time  
**PAY RANGE:** Pay Grade 13  
(at the discretion of the Board of Health)

**POSTING PERIOD:** This notice is being posted for a period of time not less than seven (7) consecutive calendar days beginning 05-09-2022 and until position is filled.

### **MINIMUM QUALIFICATIONS:**

Applicant must be certified and licensed to practice medicine as issued by State Medical Board of Ohio. At least two years' experience in Public Health preferred.

### **Knowledge, Skills and Abilities:**

Knowledge in prevention and treatment of disease; medical lab procedures; infection control; communicable diseases; immunology; cardiopulmonary resuscitation; child development; emergency medical care procedures; first aid medical terminology; Medicaid and Medicare laws; Public Health; personnel administration and supervisory principles; policy development; electronic medical record software; office practices and procedures.

### **Job Responsibilities:**

Under supervision of the Warren County Board of Health provides medical direction for all health professionals working in WCHD clinics; provides medical consultation in regards to clinical services provided by WCHD; 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 monthly Board of Health meetings; attends other civic and community meetings related to WCHD, and its various medical services. Assist health commissioner in keeping public informed in regards to public health matters; attends conferences and seminars as required.

### **TO MAKE APPLICATION:**

Please send inquiries and/or resume to Tammy Cranmer, Warren County Health District, 416 South East Street, Lebanon, Ohio 45036 or e-mail resume to [tcranmer@wcchd.com](mailto:tcranmer@wcchd.com). Resumes will be accepted beginning May 09, 2022 for a minimum of seven consecutive days and until position is filled.

Must be authorized to work in the United States. Warren County is an Equal Opportunity Employer.

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND BACKGROUND CHECK (BCI).

Tel: 513-695-1228 Fax: 513-695-2402  
warrenchd.com

# WARREN COUNTY COMBINED HEALTH DISTRICT

An Equal Opportunity Employer

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## POSITION DESCRIPTION

<b>Office/Agency:</b>	Health Department	<b>Employee Name:</b>	
<b>Class Title:</b>	Medical Director	<b>Position Title:</b>	Medical Director
<b>Class Number:</b>	65341C	<b>Position Number:</b>	
<b>Dept./Div.:</b>	Medical	<b>Civil Service Status:</b>	Unclassified
<b>Reports To:</b>	Board of Health	<b>Employment Status:</b>	
<b>Pay:</b>	Salary set by Contract	<b>Hours:</b>	(schedule varies)
<b>FLSA Status:</b>	Exempt	<b>Pay Grade:</b>	13

### **QUALIFICATIONS:** An example of acceptable qualifications:

Must be certified to practice medicine as issued by State Medical Board pursuant to O.R.C. Section 4731.14 and hold a certificate of registration issued by State Medical Board pursuant to O.R.C. Section 4731.281; plus two (2) or more years of experience as a public health physician preferred; bilingual (Spanish) skills preferred.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must be a licensed registered physician with the State Medical Board of Ohio.

### **EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Modern office equipment (e.g., telephone, copier, fax machine, etc.); stethoscope, sphygmomanometer, ophthalmoscope, and other related medical examination instruments;

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee may be exposed to, must negotiate, use, or work in the vicinity of: upset or emotionally distraught individuals; may be exposed to potentially dangerous/fatal infectious diseases; chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); hazardous driving conditions (e.g., snow, sleet, ice, etc.); frequently lifts objects ten (10) pounds or less; frequently carries objects ten (10) pounds or less; occasionally pushes objects 20 pounds or less; occasionally pulls objects 20 pounds or less. In cases of emergency, unpredictable client situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

### **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

#### **ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 7% (1) Provides medical direction for all personal health and nursing services provided by the Warren County Combined Health District; consults with staff requiring medical decisions for all programs; reviews medical techniques and policies for personal health and nursing services (e.g., signs orders for procedures); reviews, develops, and implements medical and clinical policies, procedures, and protocols, and provides training to department employees on such; provides training to employees on communicable diseases, universal precautions, and other public health related issues. Supervises and oversees the duties of all doctors and nurses working in Warren County Combined Health District clinics.

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- 90% (2) Provides clinical physician services to Health District clients by conducting examinations, diagnosing conditions, ordering appropriate lab work, prescribing treatments or therapies, reviewing medical cases, etc.; provides other services as can be performed only by a physician or medical director; may require use of Ohio State Pharmacy License; provides appropriate counseling and prescriptions for family planning clinic clients; serves as collaborating physician for nurse practitioners; prepares and maintains patient charts, reports, memoranda of understanding, contracts, and other medical documents.
- 3% (3) Attends, as requested, Board of Health, civic, and community meetings related to the Health District and its various medical services; receives and responds to inquiries from the Board and public officials related to department medical services; assists health commissioner in keeping public informed in regards to public health matters; serves as liaison to local medical community and related groups; attends conferences and seminars as required (e.g., Association of Ohio Health Commissioners' fall or spring conference, etc.).

### OTHER DUTIES AND RESPONSIBILITIES:

- (4) Participates in Health Department disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies.
- (5) Projects a positive and professional image to clients and the public; maintains confidentiality requirements in accordance with personnel policy.
- (6) Follows all Warren County Combined Health District safety policies and procedures; maintains all required licenses and/or certificates.
- (7) Performs other duties as assigned or required, attends staff meetings, and participates in department development.
- (8) Demonstrates regular and predictable attendance.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*Indicates developed after employment)

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**Knowledge of:** interviewing; counseling; education techniques; child development; \*safety practices and procedures; \*agency goals and objectives; \*agency policies and procedures; Occupational Safety and Health Administration rules and regulations; emergency medical care procedures; first aid practices; medical technology; nursing techniques and methodologies in prevention and treatment of disease; public health; medical lab procedures; personal hygiene; environmental health; infection control; immunology; medical terminology; community resources and services; cardiopulmonary resuscitation; Medicare and Medicaid laws, rules, and regulations; office practices and procedures; English grammar and spelling; records management; personnel administration; human relations; public relations; workplace safety; supervisory principles and practices; case management.

**Skill in:** use of medical equipment; use of modern office equipment; motor vehicle operation.

**Ability to:** 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 laws, rules, or regulations to specific situations; prepare accurate documentation; maintain records according to established procedures; move quickly and effectively from one task to another; communicate effectively; train or instruct others; handle sensitive inquiries from and contacts with officials and the general public; \*demonstrate cultural competency; develop and maintain effective working relationships; travel to and gain access to work sites.

### POSITIONS DIRECTLY SUPERVISED:

Pediatric Nurse Practitioner(s)

Clinic Physician(s)

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Duane Stansbury, RS, MPH, Health Commissioner

(Date)

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(Signature of Employee)

(Date)

