

Public Health Medical Director

Recruitment Profile



Ottawa County
Where You Belong.

Ottawa County is located on Lake Michigan's spectacular freshwater coastline where nature is cherished and protected. More than the lakeshore, you'll find the people of Ottawa County friendly yet driven, working hard to succeed in charming downtown small businesses, at manufacturing hubs with global impact and on acres passed down from generations. We embrace creativity and believe that diversity makes us stronger. We resolve that our public services must be high-quality and cost-effective. We are innovative and never wait for someone to solve our problems for us. We are friendly neighbors chipping in, lending a hand, and making sure you know
Ottawa County is where you belong.

MEDICAL DIRECTOR: RECRUITMENT PROFILE

INTRODUCTION

This Recruitment Profile provides community background, outlines Ottawa County structure, and identifies County challenges and priorities considered particularly important over the next several years. It lays out the candidates' qualification criteria identified as crucial for the next Medical Director of Public Health. This Profile will be used as a guide in the recruitment process, providing criteria by which applications will be screened and individuals selected for final interview and appointment consideration.

BACKGROUND

COMMUNITY

Ottawa County is located in the southwestern section of Michigan's Lower Peninsula. Its western boundary is formed by Lake Michigan. Ottawa County is 174 miles west of Detroit and 150 miles northeast of Chicago. The County is composed of 17 townships, six cities, and one village, with an area of 565 square miles. Thirty-eight (38%) percent of the County's land mass is farmland. The County leads all other Michigan counties in the production of turkeys, ornamental nursery crops, blueberries, and perennials. The County has a state equalized value of over \$11 billion. Recent census reports indicate that 291,830 people choose to call Ottawa County home. From 2010 to 2019, Ottawa County's population increased by 10.6%; the fastest growing county in the State and still the eighth most populous county in Michigan. Over 50% of Ottawa County's population growth resulted from migration to the area. The non-seasonally adjusted unemployment rate for Ottawa County was 3.7% in December 2020, 3rd lowest unemployment in the State.

Each year this area welcomes millions of visitors to its vacation playground. In Holland, people from all over the world come to the Tulip Time festival each spring. It is the third largest such festival in the United States. Grand Haven boasts the name "Coast Guard City, USA" as it hosts an annual Coast Guard Festival that attracts 350,000 people a year. Ottawa County's convenient location and never-too-warm summer climate have made it a mecca for sportsmen and vacationers. Besides Lake Michigan beaches, there are 307 miles of rivers and streams, two state parks, and over 5,000 acres of county parks and open space lands for visitors to enjoy. Ottawa County is truly a pleasant place in which to live and visit.

GOVERNMENT

The Board of Commissioners provides oversight, establishes policy, and builds the strategic plan for the County operations. The Board consists of 11 elected officials representing districts through two-year terms. The Commissioners establish policies that primarily deal with activities of the county government that include county budget, appropriations, personnel, capital improvements, and county services. The Board provides oversight of the day-to-day operations by appointing a county administrator and assuring that county department leaders carry out their tasks effectively, efficiently, and with fiscal responsibility. The Board of Commissioners is uniquely situated to keep an eye on the future, anticipating changes in society and legislation, and, through their policy setting role, work to keep the entire county operation focused on excellence and cost-effectiveness in their provision of services to citizens.

Ottawa County has 32 departments which range greatly in services. The Board-appointed County Administrator manages the finances, including the budget, provides leadership and management of Board initiatives, and oversees general County operations. The remaining operations are managed by either elected officials (Clerk/Register of Deeds, Water Resources Commissioner, Prosecutor, Sheriff, and Treasurer), statutory boards (Community Mental Health), or the judiciary. The county employs about 1,100 employees, with about 850 being full-time.

STRATEGIC PLANNING

Vision Statement

Where you belong.

Mission Statement

Ottawa County is committed to excellence and the delivery of cost-effective public services.

Goals

1. To maintain and improve the strong financial position of the County.
2. To contribute to the long-term economic, social, and environmental health of the County.
3. To maintain and enhance communication with citizens, employees, and other stakeholders.
4. To continually improve the County's organization and services.

Challenges and Priorities

1. Maintain low millage, currently 5th lowest in the state, without reducing services or maintenance
2. Federal and state legislation, including reduced revenue sharing
3. Fastest growing county in the State
4. Lack of affordable housing
5. Complete the Four C's organizational initiative
6. Groundwater sustainability

Learn more about Ottawa County's strategic plan by visiting miottawa.org and viewing the Board of Commissioner's page.

miOttawa Department of Public Health

VISION

Healthy People

MISSION

Working together to assure conditions that promote and protect public health

VALUES

EQUITY: All people will be valued and treated fairly with dignity and respect

INTEGRITY: Uphold the highest level of ethical standards

EXCELLENCE: We provide the highest quality product, service and customer experience

PRIORITIES

1

Identify and control PH threats

2

Improve the social and physical environments that promote health

3

Empower citizens with credible and timely health information

4

Promote a positive work culture

5

Ensure organizational sustainability

DEPARTMENT OF PUBLIC HEALTH OVERVIEW

Under the Michigan Public Health Code Act 368 of 1978, a local health department shall continually and diligently endeavor to prevent disease, prolong life and promote the public health through organized programs including:

- prevention and control of environmental health hazards
- prevention and control of diseases
- prevention and control of health problems of particularly vulnerable population groups
- development of health care facilities and health services delivery systems
- regulation of health care facilities and health services delivery systems to the extent provided by law

The Ottawa County Department of Public Health (OCDPH) is required by state mandate to perform a variety of specific services. Provision of these services is reviewed through a state accreditation process. In addition to, and ideally within the mandated services, OCDPH builds programs and services around community and customer/client needs.

The OCDPH uses a variety of collected information to guide program development. This includes the Behavioral Risk Factor Survey, Youth Assessment Survey, Community Health Needs Assessment and the ongoing collection of epidemiological surveillance data and information.

A primary role of the OCDPH is to act as the chief health strategist partnering across multiple sectors and leveraging data and resources to address social, environmental, and economic conditions that affect health and health equity.

Ottawa County has consistently ranked in the top two healthiest counties in Michigan as determined by the County Health Rankings & Roadmaps, a collaboration between the University of Wisconsin Population Health Institute and the Robert Wood Johnson Foundation.

STAFF/OPERATIONS

The department has a total of 132 staff, which includes full-time, part-time, and non-benefited employees. They serve in a variety of mandated and discretionary programs. The department operates five divisions; Clinical Health Services (communicable disease/Tuberculosis, immunizations, sexual health), Environmental Health (food safety, drinking water safety, on-site waste water management, and environmental sustainability), Community Health (Maternal and Infant Health, Pathways to Better Health Community Health Worker Program, Children's Special Health Care Services and hearing and vision screening), Health Planning and Promotion (substance use, sexual health, oral health, food policy, and wellness), and Administrative Services which includes public health emergency preparedness, epidemiology, technology, communications, finance and Medical Examiner Program. The Medical Director position acts as the chief medical advisor and consultant to all areas of public health without having any staff that directly report to this position.

Services are provided in three locations including Holland and two satellite offices in Grand Haven and Hudsonville. There are also three Environmental Sustainability Centers offering household hazardous waste collection and recycling.

GOVERNANCE

The Ottawa County Department of Public Health is a department of Ottawa County government, pursuant to the authority set forth in Section 2413 of the Michigan Public Health Code, MCL 333.2413. The OCDPH reports to the Ottawa County Board of Commissioners through the Health & Human Services Committee, which is composed of five members of the Ottawa County Board of Commissioners. All Ottawa County Department of Public Health budgeting issues, contracting issues, substantive organizational needs/changes, community health needs, and other similar matters go to the Ottawa County Board of Commissioners through the Health & Human Services Committee.

FUNDING

The 2020 operating budget for Public Health was \$12,317,000. Funding comes from a variety of sources including, state, local, and federal allocations. The department also generates fees for services, permits, fines, and licensing. Ottawa County is known for its strong fiscal stewardship and has a healthy financial status with the highest credit ratings from Fitch Ratings and Moody's Investment Service, as well as the second highest rating from Standard & Poor's.

STRATEGIC PLANNING

Public Health undergoes a robust strategic planning process every three years, with annual updates within the plan's three-year operational period. The [2020-2023 strategic plan](#) presents a blueprint for organizational advancement that will accelerate the Department's impact on building optimal and equitable health and well-being for the people of Ottawa County. For more information, view the [one-page strategic plan summary](#).

CULTURE

OCDPH employees are engaged and passionate about their work. The organization is focused on continuous quality improvement, customer satisfaction and excellence. The work is challenging and there is a consistent focus on employee growth and development, creativity, collaboration, communication, and fun. Team members consistently report high rates of employee satisfaction.

Learn more about the department at [miOttawa.org/miHealth](#)

THE POSITION

MEDICAL DIRECTOR

Under the general direction of the Health Officer, oversees the development and evaluation of standards of medical care throughout the department, provides medical direction to the Health Department's medical staff, and advises the Health Officer in matters of medical policy. Establishes medical protocols and practices in compliance with established professional standards of care and practices and the Michigan Public Health Code (PA 368 of 1978, as amended); provides clinical supervision of health professionals; acts as liaison to the local medical community; examines and treats patients; and performs related duties as required.

1. Serves as chief medical advisor to the Health Officer.
2. Evaluates and reviews the need for County-wide public health medical services and the effectiveness of existing programs and recommends program changes to meet identified needs and priorities.
3. Provides medical direction in planning, developing, implementing, and evaluating public health programs.
4. Develops, maintains, and revises medical protocols, policies, and procedures in conjunction with medical, nursing, and administrative staff and in compliance with Michigan Public Health accreditation standards.
5. Provides consultation to managers in all areas of operations in matters of medical policy, standards of medical care and the implementation of changes in federal and local laws, ordinances, regulations, and statutes pertaining to standards of medical care and practice.
6. Develops and directs the implementation of quality assurance and quality control practices and protocols for the delivery of medical care to clients.
7. Advises clinical staff of areas needing quality improvement and provides medical consultation throughout process.

8. Informs and advises Health Officer, Board of Commissioners, and County Administration of emerging public health threats while providing medical consultation on appropriate clinical interventions.
9. Establishes and maintains relationships with all relevant health care partners and stakeholders from both public and private sectors to foster cross-sector collaboration and collective action around critical community health needs.
10. Ensures compliance of the department's various health programs with national and statewide medical standards and the Michigan Public Health Accreditation Program requirements.
11. Ensures compliance of health care community with public health measures, regulations, reporting requirements, and general health and safety standards.
12. Provides medical direction to the Public Health Emergency Preparedness planning and during public health emergency response.
13. Serves as medical representative to the media and on Local, Regional and State work groups.
14. Provides medical care and supervision for patients in the Tuberculosis Clinic. Reviews all cases of active tuberculosis (TB) and latent tuberculosis infection (LTBI), interviews all TB and LTBI patients, reviews all x-rays, and laboratory values, prescribes appropriate treatment, and oversees follow up.
15. Develops and delivers in-service training and continuing education to Public Health and area health care providers.
16. Provides medical direction for public health programs in other counties in the absence of the local medical director through local sharing agreements.
17. Ensures that all department practices and procedures with respect to client medical records and personal health information comply with HIPAA and all other statutory rules and regulations governing the integrity and confidentiality of said information.
18. Serves as medical consultant for the Ottawa County Medical Examiner System and the Ottawa County Jail Health Services.
19. Consult and work with programs and partners in public health research.
20. Documentation of activities in department's electronic medical record and other database systems.
21. Helps support an equitable, safe, diverse, and inclusive workplace.

Compensation and Benefits

An annual salary range of \$135,846.36 - \$175,800.04, payable on a bi-weekly schedule, along with employer paid payroll benefits as required by State and Federal Law. Benefits include health, dental, vision, life, and more. A defined contribution qualified retirement plan is offered. Paid vacation, paid sick leave, and paid holidays are also included.

Review more about the benefits offered by visiting the Employee Portal at employee.miottawa.org.

CANDIDATE: DESIRABLE QUALIFICATIONS

EDUCATION AND EXPERIENCE:

M.D. or D.O. degree from an accredited school of medicine, Master of Public Health (MPH) degree from an accredited institution, and two years of progressively responsible full-time experience in public health practice. Successful completion of 24 credit hours towards an MPH degree and three years of progressively responsible experience in public health practice may be considered acceptable evidence of progress towards completion of the required master's degree.

Must be licensed to practice medicine in the State of Michigan and certified by an appropriate American medical specialty board (preventive medicine, family medicine, pediatrics, or internal medicine).

KNOWLEDGE, SKILLS AND ABILITIES:

Strategic Thinking/Visionary: Must be skilled at organizational leadership. Must be creative and innovative and able to develop new ways of looking at problems and arriving at solutions. Must be able to grasp information quickly and demonstrate an ability to manage highly complex issues. Able to consider the relative costs and benefits of potential actions and to choose the most appropriate one. Identify complex problems and reviewing related information to develop and evaluate options and implement solutions.

Honesty and Integrity: Must be trusted and respected both professionally and by citizens, colleagues, staff, and elected officials. An unblemished record of ethical and professional conduct is essential, and complete personal and professional integrity. Demonstrate a high level of self-control and self-awareness and be able to take constructive criticism without being defensive. Must represent the County in a positive manner, including being neutral at all times concerning political issues.

Strong Subject Matter Knowledge: Expected to provide resolute leadership, advice, and guidance. He or she will need to quickly establish himself/herself as the expert on a broad range of County health issues. Knowledge of health care and public health management principles involved in planning, supervising, and executing a local health program or responding to a public health emergency. Skills to establish annual goals and objectives as well as long-term plans.

Legal Environment Knowledge: Knowledge of medical care as it relates to public health law.

Exceptional Interpersonal Skills: Have exceptional skills and the ability to build trust with diverse individuals, staff, and community partners. Must be adept at maintaining strong, reliable, and committed working relationships. Ability to effectively communicate, verbally and written, ideas and solutions so all stakeholders can understand.

Physical Requirements: Work is performed in a normal office setting. Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility. Treatment of patients entails potential exposure to bloodborne pathogens, Mycobacterium tuberculosis, and other disease agents.

APPLICATION

Formal applications must be submitted online at miottawa.org/apply. A resume and cover letter can be included when submitting an online job application. Candidates will be evaluated throughout the recruiting process; therefore, you are encouraged to apply as soon as possible. The deadline to accept applications and supplemental information is Friday, April 30, 2021, or until filled.

Inquires relating to the recruitment and selection process may be directed to the attention of:

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