

DUPAGE COUNTY HEALTH DEPARTMENT
Employment Opportunity
Revised on: October 21, 2009

Applications accepted until the position is filled.

Job Title: Manager of Clinical Operations	Job Code: 7286
Department: Emergency and Disease Control	
Schedule: Full-Time	
Grade: 315	Salary Range: \$63,000 - \$80,000 annual
Contact: Alex Farooq Human Resources	Phone: (630) 682-7979, ext. 7555 Fax: (630) 221-7811

Responsibilities include:

- Provides leadership and direction for clinical and case management functions related to TB, STD/HIV, and Travel Immunizations;
- Reviews and evaluates service delivery, productivity and documentation;
- Identifies methods to improve and quality and efficiency and ensures the integration and standardization of multiple services to achieve a comprehensive approach to client care;
- Develops client-focused clinic schedules, procedures and practices;
- Assists with paperwork for obtaining grant funding and monitors program compliance with grant requirements;
- Develops collaborative partnerships with community groups, non-for profits and other government agencies;
- Keeps up to date on funding and legislative changes that may impact programs and develops strategies to address changes;
- Prepares budget recommendations and monitors expenditures;
- Maintains required training, licensure and/or certification.

Requirements include:

Completion of Masters Degree in Public Health, Social Work, or a related field and seven years of progressively responsible experience in public health, which included five years of operational supervisory experience; or an equivalent combination of training and experience.

The preferred candidate will have a Registered Nursing or Nurse Practitioner license and demonstrated ability to integrate multiple clinical programs and/or streamline service delivery processes.

Interested applicants should submit a resume and completed internal application to:

DuPage County Health Department
Attn: Human Resources Office
111 N. County Farm Road
Wheaton, IL 60187
(630) 682-7979, extension 7555
Fax (630) 221-7811
Email hr@dupagehealth.org

The DuPage County Health Department is an Equal Opportunity Employer.