

## Job Description

**Job Title:** Division Director, Tuberculosis (TB)/ Refugee Health

**Employer:** State of Indiana Department of Health

**Location:** Indianapolis, IN

**Full/Part Time:** Full Time

**Regular/Temporary:** Regular

**Compensation:** Commensurate Upon Education and Experience

**Submission Deadline:** Jan 22nd, 2015

**Email Resume to Dawn Hay:** [dhay@spd.in.gov](mailto:dhay@spd.in.gov)

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Incumbent is responsible for the administration and management of the ISDH Division of TB/Refugee Health. The Division provides essential public health services as they relate to tuberculosis (TB) control and prevention and refugee health throughout the state. The incumbent provides public health leadership and management for a staff of eleven and is ultimately responsible for the achievement of all Division projects/goals.

### Responsibilities:

- Plans, develops, and implements major policies, goals, and objectives for the ISDH in the areas of TB Control and Prevention and Refugee Health.
- Directly supervises both the TB and the Refugee Health Programs
- Establishes priorities and deadlines for accomplishing division goals
- Reviews/approves all personnel actions affecting division staff
- Directs/ensures successful completion of the annual federal TB Cooperative Agreement and the Refugee Health Promotion Grant application and reports
- Monitors/evaluates all funded programs for effectiveness, efficiency, and program integrity
- Establishes budget priorities for the division (including grants/contracts, invoices, payables, procurement, and travel) and ensures expenditures are in accordance with federal/state requirements
- Develops cooperative relationships with local health departments, hospitals, community health centers, private providers, resettlement agencies and other stakeholders.
- Represents TB and Refugee Health and ISDH on interagency and professional committees, councils, and task forces and attends all required conferences/workshops/trainings
- Supervises the solicitation of additional grant funding opportunities to diversity and supplement the Division's funding stream

**Preferred Experience:**

Accredited Bachelor's degree in a related field, nursing degree preferred, and three (3) years' experience working in public health or health care setting. Masters in Public Health, preferred.

- Extensive knowledge of tuberculosis and refugee health and refugee resettlement
- Knowledge of the core functions of public health as they relate to TB control and prevention and refugee health.
- Thorough knowledge of program administration, skills and staffing
- Broad ability to plan, develop, and administer the TB/Refugee Health Division
- Ability to develop policies and procedures related to emerging issues in public health that affect the Division and Local Health Departments and other pertinent health care providers
- Extensive knowledge of health planning procedures and administrative/management techniques
- Thorough knowledge of case management and contact investigation
- Broad ability to coordinate and maintain effective working relationships
- Advanced ability to effectively communicate the TB/Refugee Health Division goals and public health issues, both orally and in writing
- Advanced ability to exercise extensive judgment and flexibility to adapt to ISDH administrative goals, procedures, and mission
- Advanced knowledge of federal, state, and local funding requirements and grant responsibilities
- Extensive ability to coordinate, manage, and motivate diverse professional and support personnel
- Advance ability to analyze, interpret, and correlate technical materials as they relate to program areas
- Broad ability to plan, research, and initiate effective solutions to management problems

**Benefits:**

The State of Indiana offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

**Equal Employment Opportunity:**

The State of Indiana is an Equal Opportunity Employer.