



Macon County Health Department

Job Opening

Job Title: Starting Point Director

Division: Starting Point

Minimum Qualifications: Minimum of Bachelor's Degree in health or human services required with three (3) years of experience in community agencies and a working knowledge of services available in Macon County including, but not limited to those serving seniors and people with disabilities. Two (2) years supervisory and program experience required. Must have attention to detail and the ability to interpret many state rules and regulations.

Extensive computer experience required. Must have excellent communication, organization, and decision-making skills. Must have strong interpersonal skills to listen and respond to employee concerns; inquiries and complaints from clients, regulatory agencies, and/or members of the community. Must have the ability to communicate with a variety of personalities and communication styles. Must have the ability to communicate effectively both orally and in writing and present ideas and concepts to individuals, boards, committees, and employees. Must have the ability to plan, organize, and prioritize multiple work assignments and projects and manage stress. Must have the ability to independently facilitate work output and interpret agency policies to staff, as well as professionally direct and coordinate the activities of assigned staff. Must have knowledge of funding sources, grant writing, and fiscal operations. Must be able to establish and maintain effective working relationships with the general public, customers, community leaders, members of professional organizations, and government officials. Must be able to maintain strict confidentiality at all times. Must have the ability to work with diverse community groups.

Must have the ability to work flexible hours as needed, including evenings and/or weekends. Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. Must be physically able to get in and out of car many times per day in all types of weather and be able to adapt in a positive manner to various client living conditions. Must be able to carry, pull, and manage a minimum of 30 pounds of equipment daily.

Summary of Job Duties: Supervises and directs the Starting Point staff and daily operations relative to existing policies and procedures. Completes daily quality reviews of client files. Maintains appropriate local policy and procedure manuals for the Starting Point Division with regard to state and federal rules and regulations. Completes and maintains the principles of the fiscal budgets and submits to the Chief Financial Officer (CFO) and Administrator for approval. Completes grant writing for expansion of needed services to seniors. Maintains, or supervises maintenance of, all proper reports required by the Illinois Department on Aging (IDOA) and the East Central Illinois Area Agency on Aging (ECIAAA). Completes long range planning and goal setting for Starting Point programs. Participates in senior health and case management related committees within the community. Reports to the Administrator of the Macon County Health Department (MCHD) and the Board of Health. Runs and reviews monthly reports, including the outstanding assessment reports as needed. Approves all time off requests and time clock request forms. Reviews program time logs. Completes and distributes monthly staff calendar. Coordinates training and continuing education of staff. Maintain Senior Health Insurance Program certifications, Alliance for Information

and Referral Services certifications, and Care Coordinator certifications. Submits proof per Division protocol. Performs all Starting Point staff evaluations and disciplinary measures as needed. Assures the maintenance of quality reviews by participating in the Continuous Quality Improvement Program support by IDOA. Coordinates client satisfaction surveys. Supervises education of student interns assigned to Starting Point. Supports ongoing collaboration across multiple disciplines with various educational institutions. Manages Respite program including requests, payment requests, and quarterly reports. Maintains public relations, including speaking at various community programs/events and directing the development of printed materials for use in educating public or senior services. Maintains written cooperative agreements with area agencies/businesses. Supervises the purchasing of supplies, equipment, and educational materials. Responsibilities include: training; planning, assigning, and directing work; appraising performance; providing performance feedback; rewarding and disciplining employees; addressing complaints, and resolving problems. Facilitates teamwork concept and MCHD mission statement. Makes oneself available to staff. Sets an example for staff in regard to performance and behavior. Contributes to building a positive team spirit. Maintains the ability to create an atmosphere where employees are motivated and productive. Develops employees' skills and encourages growth. Identifies staff development/training needs and implements affordable methods for ongoing education. Develops, implements, evaluates, completes budgets, expense reports, and progress reports for Division grants. Provides excellent customer service. Solicits and applies customer feedback (internal and external) to improve service. Responds promptly to customer needs. Manages difficult or emotional customer situations. Responds to requests for service and assistance; meets commitments. Fosters quality focus in others; improves processes, products, and services. Maintains harmony among workers and resolves grievances. Continually works to improve supervisory skills. Attends workshops, conference trainings, state and national updates as directed which may include out of town and possible night and/or weekend travel.

How to Apply:

Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconcountyhealth.org to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to hr@maconchd.org

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.