

SUPPLEMENTAL JOB DESCRIPTION

Classification: PROGRAM SPECIALIST IV

Function Code: 7126-090

Position Title: Rural Health Manager

Date Established: 06/02/03

Position Number: 42850

Date of Last Amendment: 6/1/06

SCOPE OF WORK: To evaluate work procedures and to plan the development and modification of data, policies and procedures from national and state sources for use in planning and developing rural health, hospital, and emergency medical services programs.

ACCOUNTABILITIES:

- Reviews, modifies and implements rural health program policy, such as the New Hampshire Critical Access Hospital (CAH) plan, to comply with state and federal laws and approved national CAH performance standard.
- Initiates, assembles and presents materials for use in the development of improved rural health and CAH program objectives in conjunction with government agencies and other officials.
- Collaborates and consults with state and local officials, such as the Bureau of Emergency Medical Services, rural hospital Boards and administrators, and local rural health coalitions and consortiums, as well as private agencies, to ensure coordination in the implementation of programs impacting rural health.
- Prepares and reviews Rural Hospital Flexibility Program (FLEX) and Small Hospital Improvement Program (SHIP) grants, progress reports and contracts, and assists with State Office of Rural Health (SORH) grants applications, for the delivery of required services.
- Analyzes FLEX, SHIP and SORH statistical and fiscal reports to ensure compliance with reporting requirements.
- Plans and monitors health systems improvement activities related to rural health programs, clarifying information to ensure uniformity and adherence to policies and procedures and assisting local agencies where needed.
- Evaluates the deployment and implementation of CAH procedures and payment systems and monitors services and costs associated with rural health programs.
- Reviews and presents program status report and other informational reports for use by administrator in decision-making.
- Cooperates with state and federal officials to meet regulations governing agency programs.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in public health, health education, health professions, nursing, public administration, business administration or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' professional experience in public health, health education, health professions, nursing, public administration, business management with responsibilities in program research, planning, monitoring, and evaluation.

OR

Education: Bachelor's degree from a recognized college or university with major study in public health, health education, health professions, nursing, public administration, business administration or related field.

Experience: Five years' professional experience in public health, health education, health professions, nursing, public administration, business management with responsibilities in program research, planning, monitoring, and evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: A valid New Hampshire driver's license, if necessary, for travel throughout the state, and if a nurse, current licensure as a registered nurse in New Hampshire.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES: I have reviewed this job description for content.
Reviewer's Name, Title & Position #: Lisa Bujno, Administrator IV, #42903

Reviewer's Signature Date

I have reviewed the content of the above job description with my supervisor.

Employee's Name and Signature Date Reviewed

I have discussed the work responsibilities outlined by the job description with the above employee.
Supervisor's Name, Title, Position #: Alisa Butler, Section Administrator I, #40317

Supervisor's Signature Date Reviewed

Division of Personnel Date Approved