



WINNEBAGO COUNTY HEALTH DEPARTMENT  
Job Description

Job Title:	Coordinator II – Lead Programs
Center:	EHI
Reports to:	Environmental Health Supervisor
FLSA Status:	Non-Exempt
Grade Level:	15
Date Created/last reviewed:	04/12/2017

**POSITION SUMMARY**

**ESSENTIAL FUNCTIONS:**

The Coordinator II – Lead Programs promotes individual and population public health by providing the essential services of public health within a variety of settings. Responsibilities include: inspecting properties, businesses or homes; identifying health and environmental hazards; providing community health education and health promotion activities; ensuring compliance with a broad range of current local health and environmental codes, regulations and policies; participating in multi-faceted health or environmental projects; and providing technical assistance and information to individuals, families and groups regarding public health and environmental issues. This position requires knowledge of public health and environmental science. Services provided routinely during normal business hours & occur on weekends and evenings.

Specifically, the Coordinator II – Lead Programs will:

- Coordinate daily activities and duties of Lead Program staff under supervision of the Environmental Health Supervisor.
- Maintain proficiency and knowledge of all applicable State and Federal laws, codes, guidelines and grant agreements associated with WCHD lead programs.
- Maintain communication with lead contractors and oversee all contracts and work performed as part of WCHD lead programs.
- Facilitate the training of lead program staff as well as for the general public to increase awareness of lead poisoning and its prevention.
- Coordinates training in lead-safe work practices for homeowners, licensed contractors, and students, per IDPH and HUD regulations.
- Ensures fulfillment of agreements and subcontracts with partner organizations.
- Develops and maintains systems of work-flow utilizing available resources to address childhood lead poisoning and its prevention.
- Generates reports and complies necessary documentation for required monthly/quarterly reporting for all Lead Programs.
- Oversees case management for lead poisoned children and assures compliance with all mandatory follow-up.
- In the absence of the Supervisor, advises the Director and Administrator of critical situations.
- Works cooperatively with other department programs/centers in service delivery.

**Public Health Sciences**

- Coordinates routine/required inspections and/or audits to ensure compliance of existing local public health and environmental codes, regulations and policies.
- Provides health education and technical assistance to individuals and/or groups regarding compliance with current local public health and environmental codes, regulations and policies.
- Coordinates complaint investigations regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required.
- Collaborates in the development and delivery of programs and activities that promote health and prevent disease, in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.
- Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
- Responds to public complaints and inquiries on environmental or public health matters.

**Community Dimensions of Practice**

- Educates the public on environmental health issues and the public health rationale for environmental health regulations.
- Provides environmental health information, interpretation, technical assistance and regulatory compliance advice to individuals, groups, industry organizations, the general public and other agencies regarding local public health environmental codes, regulations, policies, and identified environmental health problems.
- Participates in Winnebago County Health Department sanctioned research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.
- Provides orientation to staff, students and other health and human service professionals in the community regarding environmental public health practices

**Analysis and Assessment**

- Collaborates in Winnebago County Health Department's community health assessment and health improvement planning and intervention activities. Collects samples, conducts field tests, collects and analyzes environmental public health data; interprets results and makes recommendations for corrective action(s).

**Leadership and Systems Thinking**

- Demonstrates knowledge of applicable professional guidelines for Licensed Environmental Health Practitioners and other Federal and State laws and regulations applicable to practice as an environmental public health professional in the state of Illinois.
- Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Contributes to a work environment where continuous quality improvements in service and professional practice are pursued.

### **Policy Development and Program Planning**

- Coordinates environmental public health activities with professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Illinois Department of Public Health and the Illinois Environmental Protection Agency.
- Coordinates enforcement activities between other governmental agencies, such as the Winnebago County States Attorney's Office, which enforce laws and regulations to protect the public's health.
- Collaborates in the development of environmental-best management practices, regulations and cost-effective options in collaboration with businesses, trade associations, agencies, staff and the public.
- Collaborates in the development, implementation, and evaluation of long and short range policies, plans, and programs for environmental public health in Winnebago County.
- Collaborates in and contributes to individual, team, and Departmental quality improvement and evaluation activities.

### **Communication and Cultural Competency**

- Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental public health policies, regulations, and code.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities.
- Adheres to ethical principles and Winnebago County Health Department policy in the collection, maintenance, use, and dissemination of data and information

### **Financial Planning and Management**

- Assists in developing programmatic budgets and other resources for public health activities,
- Contributes to the preparation of proposals for funding from external resources and participates in cost benefit, cost effectiveness, and cost utility analyses in setting priorities and making decisions.
- Monitors staff time and activity measures to assure alignment with fiscal requirements.
- Assures compliance with purchasing and fiscal procedures to implement services in alignment with Departmental budget.

### **Other**

- Maintain, update and use computerized data management systems.
- Performs public health emergency response duties as assigned and consistent with training provided and job classification, in response to threats to the public's health.
- Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.

### **BEHAVIOR EXPECTATIONS:**

- Treats others with courtesy, respect and a caring manner in all interactions.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

### **Education, Licensure, Certifications, Experience**

- Bachelors of Science Degree in Environmental Health or other related degree with a minimum of 30 semester hours of science.
- Illinois Licensure as a Lead-Based Paint Inspector/Risk Assessor.
  - Must obtain Inspector/Risk Assessor License within 90 days of employment.
- Illinois Licensure as an Environmental Health Practitioner. A candidate with eligibility in the state of Illinois for licensure as an environmental health practitioner within 2 years in that position may be accepted on a provisional basis.
  - Must obtain Licensed Environmental Health Practitioner within 3 years of employment.
- Must participate in assigned trainings, including on-line training in the National Incident Management System (NIMS) offered through the Federal Emergency Management Agency to obtain the following certifications:
- Within 6 months of employment: ICS 100, ICS 200, ICS 700, and ICS 800
- Valid driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

### **Knowledge and Skills:**

- Knowledge of the core functions and essential services of public health, public health principles, and disease process.
- Knowledge of environmental sciences and environmental public health principles.
- Basic understanding of environmental public health protection programs, laws, regulations, policies, and processes in Illinois and Winnebago County.
- Knowledge of data collection, analysis, and interpretation techniques.
- Knowledge of federal, Illinois State and local environmental regulations that is applicable to a practitioner in a local public health agency.
- Knowledge of code enforcement techniques and evidence gathering.
- Knowledge of safety procedures for handling hazardous materials.
- Knowledge of regulatory and technical monitoring and investigation methods.
- Knowledge of valid sample procedures and protocol.
- Demonstrates basic mathematical calculations.
- Demonstrates effective written and oral communications, including conveying technical information to non-technical community members.
- Demonstrates ability to interpret and apply public health protection regulations.
- Knowledge of conflict resolution techniques and its applications.
- Demonstrates ability to work independently and in teams.
- Demonstrates basic knowledge and use of computerized data management systems.
- Demonstrates knowledge of and usage of field equipment

### **Other**

- Must successfully complete a pre-employment/post offer drug screen.
- Must successfully complete a pre-employment/post offer background check, which may include; criminal and civil claims, credit report, finger printing, etc.
- Must possess and maintain a valid driver's license, current certificate of vehicle insurance, and access to reliable transportation is required.

- Proficiency in use of advanced computer skills: email, word processing, databases and spreadsheets, and internet searches.
- Ability to work longer shifts, nights, and weekends to meet operational needs as determined by management.
- Ability to meet the physical demands of the Essential Functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - Engages in the following movements: Sitting, standing, walking, reaching and writing/typing frequently; climbing, balancing, stooping, kneeling, crouching, lifting, fingering, grasping, and feeling occasionally.
  - Must be able to lift and/or move up to 10 pounds frequently and 30 pounds occasionally.
  - Hearing ability sufficient enough to communicate with others effectively in person and over the phone
  - Visual ability must be sufficient enough to read documents, computer screen and drive a car.
  - Must be able to be fitted and wear NIOSH 95 mask, in conjunction with emergency preparedness.

#### TOOLS AND EQUIPMENT USED

Must be able to use multi-line telephone, mobile phone, fax machine, copy machine, calculator, computer, scanner and printer.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee works in a typical office environment. The employee is exposed to noise from close working conditions and significant work pace/pressures.