



WINNEBAGO COUNTY HEALTH DEPARTMENT

JOB DESCRIPTION

Job Title	Environmental Health Part Time Summer
Center	Environmental Health
Reports To	Environmental Health Supervisor
FLSA Status	\$10.51 / hr.
Grade Level	10
Date Created/Reviewed	May 2, 2017

POSITION SUMMARY

Promotes individual and population health in Winnebago County by providing the essential environmental services of public health within a variety of settings. The position will learn and assist in 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. Services provided routinely during normal business hours & occur on weekends and evenings.

ESSENTIAL FUNCTIONS:

Under general supervision of Environmental Health Supervisor, the EH Summer Help will assist on a project plan developed by the Environmental Health Supervisor, and assist Environmental Health staff with development, implementation, and evaluation of Environmental Health activities.

Public Health Sciences

- Understand local public health and environmental codes, regulations and policies.
- Assist and conduct routine inspections to ensure compliance of local public health and environmental codes
- Assist Environmental Health Supervisor in conducting health education and technical assistance to individuals and/or groups regarding compliance with current local public health and environmental codes, regulations and policies.
- Understand complaint investigations regarding environmental health problems and hazards and initiates enforcement or corrective actions as required.

- Assist 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.

Community Dimensions of Practice

- Assist EH staff in presenting educational information to the public on environmental health issues and the public health rationale for environmental health regulations.
- 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.

Analysis and Assessment

- 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.

Leadership and Systems Thinking

- Understands 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

- Understands personnel policies for behavior, dress code, supervision with Environmental Health Supervisor schedule.
- Provides input 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 and contributes to individual, team, and Departmental quality improvement and evaluation activities.

Communication and Cultural Competency

- Assists with answering phone calls, responding to inquiries and questions, and referral to other department services or external providers in professional and positive manner
- Identifies and utilizes appropriate methods for interacting and communicating 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 principals in collection, maintenance, use and dissemination of data and information in alignment with HIPPA and WCHD regulations

Financial Planning and Management

- Understands the development and preparation of proposals for funding from external resources for Environmental Health initiatives and programs.
- Understands the uses performance management systems for individual, program, and organizational improvement.
- Understands the structures, functions and authorizations of governmental public health programs and organizations.

Other

- Research public health associations, state and federal for future career responsibilities
- Develop and implement Practicum Project with assistance from Environmental Health Supervisor
- Allow to observe all departments within the Winnebago County Health Department
- Assist Environmental Health staff with grant deliverables through observation, training, and data collection.

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy, respect, professionalism, and empathetic manner in all interactions
- Be open to new ideas and changes; encourages others to be open to change
- Willingly flexes to meet changing workload demands and priorities, dependent on outside work schedule
- Treats each employee as an equal and valued member of the team and works cooperatively with other employees to complete work
- Regular attendance is required and overtime as needed to accomplish job functions

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Education, Licensure, Certifications, Experience

- Two years toward a B.S. degree in Public Health or a science field.
- Must be able to write and speak professionally when working with Environmental Health Staff and community partner organizations.
- Proficient in Microsoft Office applications including WORD and EXCEL with preference given to candidates who possess certifications and can demonstrate proficiency
- Successful completion of WCHD HIPPA and Blood Borne Pathogens training
- Valid Driver's License, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations

Leadership and Systems Thinking Skills

- Knowledge of human relations, problem solving, conflict resolution, negotiation, decision making, critical and analytical thinking skills.

- Incorporates systems thinking into public health practice through team building, group facilitation, leadership, and development of trust and capacity within the center, across the Health Department, and among community partners
- Understanding of standard office processes and practices.

Public Health Sciences Skills

- Understanding of the core functions and essential services of public health.

Analysis and Assessment Skills

- Proficiency in the use and creation of new databases and spreadsheets, presentation and publisher software, and internet searches for Environmental Health programs.

Policy Development and Program Planning Skills

- Proficiency in conducting research on current “best practices.”
- Demonstrates understanding of the implications of policy options

Communication and Cultural Competency Skills

- Proficiency in written and oral communication including in person, through print and electronic means for targeted population.
- Proficiency in assuring that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health.

Financial Planning and Management Skills

- Must possess a general understanding of budgets and financial systems within a public health delivery system.

Other

- Ability to meet the following physical demands. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
 - Engages in the following movements: Sitting, standing, walking, reaching and writing/typing frequently, balancing, stooping, kneeling, crouching, lifting, fingering, grasping, feeling and carrying 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 to be sufficient enough to read documents, computer screen, and drive a car
- Must be fitted and be able to wear an N95 respirator mask in conjunction with emergency preparedness if needed

TOOLS AND EQUIPMENT USED

Must be able to use computer, telephone, printer/scanner/copier proficiently.

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 Practicum Internship works in an outside environment. This position will travel within Winnebago County, so there will be exposure to outside elements.