

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

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| <b>Job Title: Health Officer</b> | <b>Date: March 2003 (Revised 03-2015)</b>                  |
| <b>Department: Health</b>        | <b>Reports to: Middle-Brook Regional Health Commission</b> |

### **Job Summary:**

Oversees all public health, environmental health, administrative, and financial activities of the Health Department. Reviews plans, conducts inspections, and enforces relevant health-related statutes, regulations, and ordinances as needed. Recommends local public health policies. Plans, develops, coordinates, evaluates, and directs the work of a local public health agency, the Commission. Directs the enforcement of public health within the service area of the Commission. Performs other related duties as required. Acts as the Executive Officer of the Middle-Brook Regional Health Commission in the context of the Commission's provision of the core functions and essential services of public health.

### **Supervision Exercised:**

Oversees the duties and responsibilities of the Registered Environmental Health Specialists, Environmental Interns, Public Health Nurse, Registrars of Vital Statistics, Administrative Staff, and any other employees or contractors of the Middle-Brook Regional Health Commission.

### **Duties and Responsibilities:**

- Provides public health expertise and leadership to the Commission and is responsible for the fiscal, human resource and operational management of the Middle-Brook Regional Health Commission.
- Assures the delivery of public health services that are evidence-based and/or best practices, and builds the scientific basis of public health.
- Ensures adherence to State mandated public health practices, including environmental inspections, adult and child services, and communicable disease control.
- Conducts public health planning for future events.
- Recommends to superiors the establishments of local health policies, regulations, and programs.
- Prepares the Departmental budget.
- Responsible for personnel management, including conducting employee evaluations, personnel policy enforcement, etc.
- Oversees development and delivery of programs and activities for individuals, families, and populations that promote health and prevent disease.
- Supervises sanitation measures and inspections throughout the Commission service area.

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

### Job Title: Health Officer

- Plans and directs the measures required to abate nuisances that may affect the public's health or environment.
- Investigates complaints regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required by law.
- Responsible for environmental health and pollution control and evaluation. Monitors ongoing pollution events, and researches and investigates new events.
- Ensures septic and well water regulations are enforced. Reviews plans for new and altered septic systems.
- Uses public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community.
- Responsible for communicable disease investigation and control and conducts epidemiological investigations as necessary.
- Reviews plans for subdivisions, as well as residential and commercial construction applications.
- Handles animal control issues such as dog and cat licenses, mosquito control, rabies prevention, and dead bird collection.
- As is provided for by local ordinance issues certain licenses and permits.
- Conducts routine health inspections and investigates complaints, while enforcing applicable regulations and ordinances.
- Supervises the vital statistics registration work of municipalities, as needed.
- Maintains a current, accurate record of all diseases reported within the Commission..Collects and analyzes data and trends for annual and routine reporting purposes and identification of relevant information for dissemination and/or action.
- Writes correspondence and prepares complete, clear, sound, accurate, and informative statistical and other reports containing findings, conclusions, and recommendations.
- Supervises the establishment and maintenance of essential records and files.
- Maintains, updates, and uses computerized data management systems and various types of electronic and/or manual devices used by the Health Commission or its member municipalities.
- Utilizes appropriate methods of interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic sexual

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

### Job Title: Health Officer

orientations, lifestyles, and physical abilities.

- Provides leadership to the community health needs assessment prioritization and action planning processes, contributing expertise in public health assessment.
- Provides leadership to the implementation of the community health plan.
- Collaborates in development and leadership of community workgroups and committees related to community health assessment, prioritization and action planning and implementation.
- Evaluates the effectiveness of adopted community engagement strategies.
- Serves on inter-jurisdictional or multi-agency committees involved in public health policy development; coordinate review/comment processes for proposed policy documents; maintain contact with various community organizations.
- Collaborates and Participates in research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.
- Conducts comprehensive reviews of scientific evidence related to public health issues, concerns, and interventions.
- Delivers targeted, culturally appropriate information to help individuals and groups understand public health and disease prevention information, policies, regulations, and local ordinances.
- Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services and are assisted in the utilization of those services.
- Adheres to ethical principles and Middle-Brook Regional Health Commission policies, including, but not limited to, the Commission's Vision, Mission, Values, and Strategic Plan, and in the collection, maintenance, use, and dissemination of data and information.
- Promotes and facilitates the incorporation of Departmental core values and strategic initiatives into daily service delivery.
- Fosters a work environment where continuous quality improvements in service and professional practice are pursued.
- Performs public health emergency response activities as assigned, consistent with training provided and the Bioterrorism and Emergency Readiness Competencies for Public Health Workers, in response to threats to the public's health consistent with job classification.

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

### Job Title: Health Officer

- Performs duties and activities, where relevant and appropriate to the job classification, consistent with the Core Competencies for Public Health Professionals.
- Responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program and overall function of the Middle-Brook Regional Health Commission. This includes, but is not limited to, creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
- Collaborates in the development of and contributes to individual, team, and Commission continuous quality improvement, performance management, and evaluation activities.
- 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 or special projects as required or as assigned.

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| <p><b>Educational/Training Requirements:</b></p> <ul style="list-style-type: none"> <li>• High School diploma or equivalent</li> <li>• Bachelors degree in a science field or public health</li> <li>• Masters degree in public health or related field</li> <li>• Must maintain licenses and certifications through appropriate continuing education units</li> </ul> | <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum two years administrative experience in a local public health agency</li> </ul> | <p><b>Licenses/Certifications:</b></p> <ul style="list-style-type: none"> <li>• Valid NJ State Health Officer's license</li> <li>• Valid NJ REHS license</li> <li>• Valid NJ driver's license, current evidence of vehicle insurance and access to reliable transportation.</li> <li>• National Incident Management System (NIMS/Incident Command System (ICS) 100, 200, 300 and 700 within six months of employment.</li> </ul> |
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### Knowledge, Skills and Abilities:

- Strong knowledge of Federal, State, and local public health laws, rules, regulations, ordinances, policies, standards, and procedures
- Knowledge of local sanitary codes
- Knowledge of modern preventive disease measures
- Knowledge of modern techniques of public health administration
- Knowledge as to how to appropriately conduct health inspections
- Knowledge of records maintenance for a modern public health program
- Ability to organize work, analyze problems, and develop effective work methods
- Ability to read and interpret laws, rules, regulations, and provisions and to apply them to specific situations
- Ability to recognize and identify contagious diseases and to ensure proper control actions of contagious diseases

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**Job Title: Health Officer**

- Ability to maintain and establish effective working relationships on health matters with other public health professionals, physicians, citizens, other municipal employees and others
- Ability to analyze and prioritize public health issues and assign work to employees
- Ability to give suitable instructions and assignments to employees and to supervise the performance of their work
- Ability to make efficient and effective use of available funds, personnel, equipment, materials, supplies, and space
- Ability to prepare and supervise the preparation of clear, technically sound, accurate, and informative reports and correspondence containing findings, conclusions, and recommendations
- Ability to supervise the establishment and maintenance of essential records and files
- Ability to utilize various types of electronic and/or manual devices used by the Health Commission or its member municipalities
- Good computer skills
- Excellent customer service skills
- Ability to effectively communicate, both orally and in writing
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of the position
- Knowledge of the core functions and essential services of public health
- Knowledge of the Public Health Accreditation Board's (PHAB) Standards and Measures.

**Physical Demands:**

- The physical demands are minimal and typical of similar jobs in comparable municipalities.

**Work Environment:**

- The work environment is representative and typical of similar jobs in comparable municipalities.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Commission Approval:**

**Date: 23 March 2015**

*The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Middle-Brook Regional Health Commission.*

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

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| <b>Job Title: Administrative Assistant</b> | <b>Date: January 2009 (Revised 03-2015)</b> |
| <b>Department: Health</b>                  | <b>Reports to: Health Officer</b>           |

### **Job Summary:**

Responsible for general administrative functions for the Health Officer and the Health Office. Assists the Health Officer by performing and coordinating administrative support services and performs related work as required in the context of the Commission's provision of the core functions and essential services of public health.

### **Supervision Exercised:**

Secretarial Assistant

### **Duties and Responsibilities:**

- Interacts with residents over the phone and in person to answer questions, provide general information, and issue permits.
- Takes messages and records complaints for follow-up by Commission staff.
- Sets up meetings and makes appointments for inspections as directed by the Health Officer.
- Develops and coordinates, in conjunction with the Health Officer, the processes required for the operation of the office and the implementation of these processes, including clerical work, internal reporting systems, space, and office equipment, and suggests methods for office improvements.
- Maintains liaisons with other organizational units providing support services such as data processing, accounting, purchasing, printing, and personnel.
- Prepares administrative correspondence, memoranda, and statements.
- Collects and analyzes data needed as a basis for administrative decisions and actions.
- Makes special investigations for the Health Officer.
- Assists in the collection of data for and in preparation of the administrative aspects of annual budget requests.
- Responsible for financial accountability in the Commission Office, including basic bookkeeping, collection, recording, etc.
- Verifies that the legal billing is accurate, and processes vouchers and purchase orders.
- Tracks all correspondence entering and sent from the office.
- Receives and supports resolution of complaints.

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

### Job Title: Administrative Assistant

- Arranges, manages, and schedules Commission technical personnel for inspections and meetings.
- Processes all applications for regulated facilities including, but not limited to, retail food establishments, camps, vending machines, kennels, pools, and child care centers, while maintaining a current list of establishments with emergency telephone numbers.
- Works at clinics run by the Middle-Brook Regional Health Commission, as needed by the Health Officer
- Prepares Commission and local Board of Health meeting agendas, coordinating with the Health Officer and sends notices of meetings as required.
- Prepares State and local reports as directed by the Health Officer.
- Investigates administrative problems and makes recommendations for solutions.
- Assists in planning and implementing administrative improvements including organizational changes and work systems.
- Assists in the coordination of services such as maintenance, repairs, supplies, and mail.
- May directly supervise a phase or phases of the administrative, clerical or other related work involved in maintaining financial and/or personnel records, preparing payrolls, making purchases, compiling needed statistical and other data, checking invoices/vouchers, and collecting/depositing money, as directed by the Health Officer.
- Generates necessary reports and provides general administrative functions to the office.
- Supervises, directly or indirectly, the establishment and maintenance of records and files.
- Assists in the collection of data and trend analysis for annual and routine reporting purposes and identification of relevant information for dissemination and/or action.
- Maintains, updates, and uses computerized data management systems and various types of electronic and/or manual devices used by the Health Commission or its member municipalities.
- Utilizes appropriate methods of interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic sexual orientations, lifestyles, and physical abilities.
- Adheres to ethical principles and Middle-Brook Regional Health Commission policies, including, but not limited to, the Commission's Vision, Mission, Values, and Strategic Plan, and in the collection, maintenance, use, and dissemination of data and information.

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### Job Title: Administrative Assistant

- Performs public health emergency response activities as assigned, consistent with training provided and the Bioterrorism and Emergency Readiness Competencies for Public Health Workers, in response to threats to the public's health consistent with job classification.
- Performs duties and activities, where relevant and appropriate to the job classification, consistent with the Core Competencies for Public Health Professionals.

Responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program and overall function of the Middle-Brook Regional Health Commission. This includes, but is not limited to, creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.

- Collaborates in the development of and contributes to individual, team, and Commission continuous quality improvement, performance management, and evaluation activities.
- 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 or special projects as required or as assigned.

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| <p><b>Educational/Training Requirements:</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• Graduate of an accredited college with a bachelor's degree preferred</li> <li>• Must maintain licenses and certifications through appropriate continuing education units</li> </ul> | <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Previous secretarial experience needed</li> </ul> | <p><b>Licenses/Certifications:</b></p> <ul style="list-style-type: none"> <li>• NJ Certification as Municipal Registrar, as needed</li> <li>• National Incident Management System (NIMS/Incident Command System (ICS) 100 and 700 within six months of employment.</li> <li>• Valid NJ driver's license, current evidence of vehicle insurance and access to reliable transportation.</li> </ul> |
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### Knowledge, Skills and Abilities:

- Knowledge of office methods, practices, and equipment
- Knowledge of the internal organization and established policies/procedures/regulations relative to the work of the Commission or member municipality
- Knowledge of methods used in preparation of statistical and other reports containing findings, conclusions, and recommendations
- Knowledge of how and ability to supervise the establishment and maintenance of records and



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| <b>Job Title: Administrative Assistant</b> |
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| <p>files</p> <ul style="list-style-type: none"> <li>• Knowledge of modern office management principles, procedures, and techniques and their adaptation</li> <li>• Knowledge to organize assigned administrative work and develop appropriate work methods</li> <li>• Ability to plan and supervise administrative control systems</li> <li>• Ability to organize assigned work and develop effective and appropriate work methods</li> <li>• Ability to maintain cooperative working relationships with the Commission employees, members, and representatives, and with outside agencies and departments</li> <li>• Ability to prepare reports</li> <li>• Ability to maintain records and files</li> <li>• Financial aptitude and knowledge of basic bookkeeping</li> <li>• Strong computer skills</li> <li>• Ability to operate office equipment</li> <li>• Ability to effectively communicate, both orally and in writing</li> <li>• Cognizant of all areas of municipal government</li> <li>• Ability to work on multiple tasks simultaneously</li> <li>• Basic customer service skills</li> <li>• Ability to utilize various types of electronic and/or manual devices used by the Health Commission or its member municipalities</li> <li>• Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of the position</li> <li>• Knowledge of the core functions and essential services of public health</li> <li>• Knowledge of the Public Health Accreditation Board's (PHAB) Standards and Measures.</li> </ul> |
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| <p><b>Physical Demands:</b></p> <ul style="list-style-type: none"> <li>• The physical demands are minimal and typical of similar jobs in comparable municipalities.</li> </ul> <p><b>Work Environment:</b></p> <ul style="list-style-type: none"> <li>• The work environment is representative and typical of similar jobs in comparable municipalities.</li> </ul> <p><i>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> |
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| <b><u>Health Officer Approval:</u></b> | <b><u>Date: 23 March 2015</u></b> |
| <b><u>Commission Approval:</u></b>     | <b><u>Date: 23 March 2015</u></b> |

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

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| <b>Job Title: Administrative Assistant</b> |
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*The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Middle-Brook Regional Health Commission.*

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| <b>Job Title: Secretarial Assistant</b> | <b>Date: January 2009 (Revised 03-2015)</b> |
| <b>Department: Health</b>               | <b>Reports to: Health Officer</b>           |

### **Job Summary:**

Responsible for general administrative functions for the Health Officer and the Health Office. Assists the Health Officer by performing administrative support services and performs related work as required in the context of the Commission's provision of the core functions and essential services of public health.

### **Supervision Exercised:**

N/A

### **Duties and Responsibilities:**

- Interacts with residents over the phone and in person to answer questions, provide general information, and issue permits.
- Takes messages and records complaints for follow-up by Commission staff.
- Sets up meetings and makes appointments for inspections as directed by the Health Officer.
- Prepares administrative correspondence, memoranda, and statements.
- Collects data needed as a basis for administrative decisions and actions.
- Makes special investigations for the Health Officer.
- Assists in the collection of data for and in preparation of the administrative aspects of annual budget requests.
- Assists with financial accountability in the Commission Office, including basic bookkeeping, collection, recording, etc.
- Tracks correspondence entering and sent from the office.
- Receives and supports resolution of complaints.
- Assists in arranging, managing, and scheduling Commission technical personnel for inspections and meetings.
- Assists in the processing of applications for regulated facilities including, but not limited to, retail food establishments, camps, vending machines, kennels, pools, and child care centers, etc. while maintaining a current list of establishments with emergency telephone numbers.
- Performs duties of the Clerk of the Board of Health by attending Commission meetings, taking notes, preparing minutes, and assisting Health Officer/Executive Secretary.

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### Job Title: Secretarial Assistant

- Works at clinics run by the Middle-Brook Regional Health Commission, as needed by the Health Officer
- Assists in the preparation of State and local reports as directed by the Health Officer.
- Investigates administrative problems and makes recommendations for solutions.
- Assists in planning and implementing administrative improvements including organizational changes and work systems.
- Assists in the coordination of services such as maintenance, repairs, supplies, and mail.
- Generates necessary reports and provides general administrative functions to the office.
- Assists in the collection of data and trend analysis for annual and routine reporting purposes and identification of relevant information for dissemination and/or action.
- Maintains, updates, and uses computerized data management systems and various types of electronic and/or manual devices used by the Health Commission or its member municipalities.
- Utilizes appropriate methods of interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic sexual orientations, lifestyles, and physical abilities.
- Adheres to ethical principles and Middle-Brook Regional Health Commission policies, including, but not limited to, the Commission's Vision, Mission, Values, and Strategic Plan, and in the collection, maintenance, use, and dissemination of data and information.
- Performs public health emergency response activities as assigned, consistent with training provided and the Bioterrorism and Emergency Readiness Competencies for Public Health Workers, in response to threats to the public's health consistent with job classification.
- Performs duties and activities, where relevant and appropriate to the job classification, consistent with the Core Competencies for Public Health Professionals.
- Responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program and overall function of the Middle-Brook Regional Health Commission. This includes, but is not limited to, creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
- Collaborates in the development of and contributes to individual, team, and Commission continuous quality improvement, performance management, and evaluation activities.

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

### Job Title: Secretarial Assistant

- 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.
- Assists the Administrative Secretary as needed and directed.
- Performs other duties or special projects as required or as assigned.

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| <p><b>Educational/Training Requirements:</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• Graduate of an accredited college with a bachelor's degree preferred</li> <li>• Must maintain licenses and certifications through appropriate continuing education units</li> </ul> | <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Previous secretarial experience needed</li> </ul> | <p><b>Licenses/Certifications:</b></p> <ul style="list-style-type: none"> <li>• NJ Certification as Municipal Registrar, as needed</li> <li>• National Incident Management System (NIMS/Incident Command System (ICS) 100 and 700 within six months of employment.</li> <li>• Valid NJ driver's license, current evidence of vehicle insurance and access to reliable transportation.</li> </ul> |
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### Knowledge, Skills and Abilities:

- Knowledge of office methods, practices, and equipment
- Knowledge of the internal organization and established policies/procedures/regulations relative to the work of the Commission or member municipality
- Knowledge of methods used in preparation of statistical and other reports containing findings, conclusions, and recommendations
- Knowledge of how and ability to supervise the establishment and maintenance of records and files
- Knowledge of modern office management principles, procedures, and techniques and their adaptation
- Knowledge to organize assigned administrative work and develop appropriate work methods
- Ability to plan and supervise administrative control systems
- Ability to organize assigned work and develop effective and appropriate work methods
- Ability to maintain cooperative working relationships with the Commission employees, members, and representatives, and with outside agencies and departments
- Ability to prepare reports
- Ability to maintain records and files
- Financial aptitude and knowledge of basic bookkeeping
- Strong computer skills
- Ability to operate office equipment
- Ability to effectively communicate, both orally and in writing

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| <b>Job Title: Secretarial Assistant</b> |
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| <ul style="list-style-type: none"><li>• Cognizant of all areas of municipal government</li><li>• Ability to work on multiple tasks simultaneously</li><li>• Basic customer service skills</li><li>• Ability to utilize various types of electronic and/or manual devices used by the Health Commission or its member municipalities</li><li>• Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of the position</li><li>• Knowledge of the core functions and essential services of public health</li><li>• Knowledge of the Public Health Accreditation Board's (PHAB) Standards and Measures.</li></ul> |
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| <b>Physical Demands:</b> |
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| <ul style="list-style-type: none"><li>• The physical demands are minimal and typical of similar jobs in comparable municipalities.</li></ul> |
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| <b>Work Environment:</b> |
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| <ul style="list-style-type: none"><li>• The work environment is representative and typical of similar jobs in comparable municipalities.</li></ul> |
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| <p><i>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> |
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| <b><u>Health Officer Approval:</u></b> | <b><u>Date: 23 March 2015</u></b> |
| <b><u>Commission Approval:</u></b>     | <b><u>Date: 23 March 2015</u></b> |

*The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Middle-Brook Regional Health Commission.*

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

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| <b>Job Title: Sr. Registered Environmental Health Specialist</b> | <b>Date: March 2003 (Revised 03-2015)</b> |
| <b>Department: Health</b>  | <b>Reports to: Health Officer</b>         |

### **Job Summary:**

Under direction of Health Officer takes the lead over other Registered Environmental Health Specialists and performs the work of a Registered Environmental Health Specialist involved in enforcement of relevant public and environmental health laws within the Commission service area and performs other related duties as required in the context of the Commission's provision of the core functions and essential services of public health.

### **Supervision Exercised:**

Oversees the duties and responsibilities of the Registered Environmental Health Specialists. Assumes the Supervisory and Management role of the Health Officer upon his absence as much as practical and allowed by law.

### **Examples of Duties and Responsibilities:**

- Performs all of the duties of a Registered Environmental Health Specialist.
- Takes the lead over other Registered Environmental Health Specialists and provides the more technical/professional health services in a general or specialized field.
- Reviews and analyzes records/reports and makes recommendations as to laws/regulations which are needed for proper control of public health and environmental health hazards.
- Provides guidance and instruction to, and may assist in training, Registered Environmental Health Specialists or Environmental Interns.
- Is available as a resource to Registered Environmental Health Specialists.
- Sets the appropriate example for other Registered Environmental Health Specialists to follow.
- Attends local Board of Health meetings and meetings of the Middle-Brook Regional Health Commission as are relevant to the job classification, as well as other local meetings as assigned.
- Confers with Public Health Professionals and other municipal employees concerning improvements in public facilities and methods of sanitation.
- Conducts inspections of regulated facilities to ensure compliance with all health codes.
- Reviews plans for public health issues such as septic systems, wells, and pollution.
- Enforces State and local laws related to septic systems, wells, radon, etc.

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

### Job Title: Sr. Registered Environmental Health Specialist

- Investigates complaints regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required by law.
- Responsible for environmental health and pollution control and evaluation. Monitors ongoing pollution events, and researches and investigates new events.
- Coordinates public health activities with environmental and public health professionals from other agencies and jurisdictions, including, but not limited to, the New Jersey Department of Health, the Centers for Disease Control and Prevention, and other local health departments.
- Coordinates activities among and between other governmental agencies, such as the New Jersey Department of health and other local health departments that enforce laws and regulations that protect the public's health.
- Responsible for food establishment plan review for all new or revised establishments.
- Investigates complaints involving rodents, garbage, air pollution, and water pollution, including groundwater pollution effecting potable wells.
- Investigates and handles animal-based health issues, including rabies control and prevention, animal bites, and vector-borne diseases.
- Conducts routine health inspections and investigates complaints, while enforcing applicable regulations and ordinances.
- Investigates and reports on all reportable communicable diseases.
- Uses public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community.
- Assists in the provision of public health clinic services such as influenza clinics and rabies clinics.
- May establish and direct community health programs with approval of Health Officer.
- Conducts health education and occupational health programs as directed.
- Provides information to the public on various health related issues.
- May act as a liaison to the local Boards of Health and Commission.
- Maintains, updates, and uses computerized data management systems and various types of electronic and/or manual devices used by the Health Commission or its member municipalities.



## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

### Job Title: Sr. Registered Environmental Health Specialist

- Prepares detailed reports on all activities containing findings, conclusions, and recommendations and actions taken.
- Maintains accurate and complete records and files.
- Assists in the collection of data and trend analysis for annual and routine reporting purposes and identification of relevant information for dissemination and/or action.
- Provides testimony in court cases, as needed.
- Provides emergency response coverage as needed.
- Utilizes appropriate methods of interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic sexual orientations, lifestyles, and physical abilities.
- Delivers targeted, culturally appropriate information to help individuals and groups understand public health and disease prevention information, policies, regulations, and local ordinances.
- Advocates on behalf of vulnerable individuals and populations.
- Adheres to ethical principles and Middle-Brook Regional Health Commission policies, including, but not limited to, the Commission's Vision, Mission, Values, and Strategic Plan, and in the collection, maintenance, use, and dissemination of data and information.
- Performs public health emergency response activities as assigned, consistent with training provided and the Bioterrorism and Emergency Readiness Competencies for Public Health Workers, in response to threats to the public's health consistent with job classification.
- Performs duties and activities, where relevant and appropriate to the job classification, consistent with the Core Competencies for Public Health Professionals.
- Responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program and overall function of the Middle-Brook Regional Health Commission. This includes, but is not limited to, creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
- Collaborates in the development of and contributes to individual, team, and Commission continuous quality improvement, performance management, and evaluation activities.
- 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.

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

### Job Title: Sr. Registered Environmental Health Specialist

- Performs other duties or special projects as required or as assigned.

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| <p><b>Educational/Training Requirements:</b></p> <ul style="list-style-type: none"> <li>• High School diploma or equivalent</li> <li>• Bachelors degree in a science field or public health</li> <li>• Must maintain licenses and certifications through appropriate continuing education units</li> </ul> | <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Four (4) years experience as a Registered Environmental Health Specialist in a public health department, including enforcement of relevant public health laws</li> </ul> | <p><b>Licenses/Certifications:</b></p> <ul style="list-style-type: none"> <li>• Valid NJ State Registered Environmental Health Specialist license</li> <li>• Valid NJ driver's license, current evidence of vehicle insurance and access to reliable transportation. Pest Control Operator License preferred</li> <li>• Lead Inspector Certification preferred</li> <li>• Air Pollution Certification preferred</li> <li>• Noise Control Certification preferred</li> <li>• National Incident Management System (NIMS/Incident Command System (ICS) 100, 200 and 700 within six months of employment.</li> </ul> |
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**Knowledge, Skills and Abilities:**

- Strong knowledge of Federal, State, and local public health and environmental health laws, rules, regulations, ordinances, policies, standards, and procedures
- Ability to take the lead over other Registered Environmental Health Specialists and to provide instruction as needed
- Ability to analyze and prioritize public health issues and assign work to employees in the absence of the Health Officer
- Good computer skills
- Ability to communicate effectively, both verbally and in writing
- Knowledge as to how to appropriately conduct health inspections
- Knowledge of problems/procedures involved in sanitary inspection work for the enforcement of relevant public health laws and of the broad field of public health
- Ability to interpret relative public health and environmental laws, rules, regulations, and provisions and to apply them to specific cases
- Ability to recognize and identify contagious diseases
- Good customer service skills
- Ability to effectively communicate, both orally and in writing
- Ability to speak effectively before various audiences
- Ability to establish and maintain effective work relationships with physicians, business proprietors, homeowners, and others interested in and/or responsible for maintenance of

# MIDDLE-BROOK REGIONAL HEALTH COMMISSION

## Job Title: Sr. Registered Environmental Health Specialist

- public health standards
- Ability to work harmoniously with concerned persons
- Ability to take a firm, correct stand
- Ability to prepare clear, sound, accurate, and informative reports of inspections containing findings, conclusions, and recommendations
- Ability to provide persuasive and credible court testimony
- Ability to maintain records and files
- Ability to utilize various types of electronic and/or manual devices used by the Health Commission or its member municipalities
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position
- Knowledge of the core functions and essential services of public health
- Knowledge of the Public Health Accreditation Board's (PHAB) Standards and Measures.

### Physical Demands:

- The incumbent must be able to conduct inspections, including lifting, bending, and walking, in at times inclement weather and moderately harsh environments.

### Work Environment:

- The work environment is representative and typical of similar jobs in comparable municipalities.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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| <b>Health Officer Approval:</b> | <b>Date: 23 March 2015</b> |
| <b>Commission Approval:</b>     | <b>Date: 23 March 2015</b> |

*The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Middle-Brook Regional Health Commission.*

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

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| <b>Job Title: Registered Environmental Health Specialist</b> | <b>Date: March 2003 (Revised 03-2015)</b> |
| <b>Department: Health</b>                                    | <b>Reports to: Health Officer</b>         |

### **Job Summary:**

Under direction, investigates and conducts inspections for compliance with State and local public health and environmental health laws. Enforces State and local health codes. Provides education to the public and protects the public's health and environment. Investigates complaints involving housing, environmental, and public health issues and performs other related duties as required in the context of the Commission's provision of the core functions and essential services of public health.

### **Supervision Exercised:**

N/A

### **Examples of Duties and Responsibilities:**

- Conducts inspections of regulated facilities to ensure compliance with all health codes.
- Periodically inspects restaurants and food establishments.
- Investigates nuisances and violations of the sanitary code.
- When violations of relevant sanitary and health laws are found, determines the cause and takes appropriate corrective action.
- Reviews and analyzes records/reports and makes recommendations as to laws/regulations which are needed for proper control of public health and environmental health hazards.
- Receives and reviews applications for licenses or permits pertaining to food handling establishments, and other health department permitted activities, for compliance with public and environmental health regulations.
- Attends local Board of Health meetings and meetings of the Middle-Brook Regional Health Commission as are relevant to the job classification, as well as other local meetings as assigned.
- Confers with Public Health Professionals and other municipal employees concerning improvements in public facilities and methods of sanitation.
- Reviews plans for public health issues such as septic systems, wells, and pollution.
- Enforces State and local laws related to septic systems, wells, radon, etc.
- Investigates complaints regarding environmental health problems and environmental health

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

### Job Title: Registered Environmental Health Specialist

hazards and initiates enforcement or corrective actions as required by law.

- Responsible for environmental health and pollution control and evaluation. Monitors ongoing pollution events, and researches and investigates new events.
- Coordinates public health activities with environmental and public health professionals from other agencies and jurisdictions, including, but not limited to, the New Jersey Department of Health, the Centers for Disease Control and Prevention, and other local health departments.
- Coordinates activities among and between other governmental agencies, such as the New Jersey Department of health and other local health departments that enforce laws and regulations that protect the public's health.
- Responsible for food establishment plan review for all new or revised establishments.
- Investigates complaints involving rodents, garbage, air pollution, and water pollution, including groundwater pollution effecting potable wells.
- Investigates and handles animal-based health issues, including rabies control and prevention, animal bites, and vector-borne diseases.
- Conducts routine health inspections and investigates complaints, while enforcing applicable regulations and ordinances.
- Investigates and reports on all reportable communicable diseases.
- Uses public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community.
- Assists in the provision of public health clinic services such as influenza clinics and rabies clinics.
- May establish and direct community health programs with approval of Health Officer.
- Conducts health education and occupational health programs as directed.
- Provides information to the public on various health related issues.
- May act as a liaison to the local Boards of Health and Commission.
- Maintains, updates, and uses computerized data management systems and various types of electronic and/or manual devices used by the Health Commission or its member municipalities.
- Prepares detailed reports on all activities containing findings, conclusions, and

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

### Job Title: Registered Environmental Health Specialist

recommendations and actions taken.

- Maintains accurate and complete records and files.
- Assists in the collection of data and trend analysis for annual and routine reporting purposes and identification of relevant information for dissemination and/or action.
- Provides testimony in court cases, as needed.
- Provides emergency response coverage as needed. Utilizes appropriate methods of interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic sexual orientations, lifestyles, and physical abilities.
- Delivers targeted, culturally appropriate information to help individuals and groups understand public health and disease prevention information, policies, regulations, and local ordinances.
- Advocates on behalf of vulnerable individuals and populations.
- Adheres to ethical principles and Middle-Brook Regional Health Commission policies, including, but not limited to, the Commission's Vision, Mission, Values, and Strategic Plan, and in the collection, maintenance, use, and dissemination of data and information.
- Performs public health emergency response activities as assigned, consistent with training provided and the Bioterrorism and Emergency Readiness Competencies for Public Health Workers, in response to threats to the public's health consistent with job classification.
- Performs duties and activities, where relevant and appropriate to the job classification, consistent with the Core Competencies for Public Health Professionals.
- Responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program and overall function of the Middle-Brook Regional Health Commission. This includes, but is not limited to, creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
- Collaborates in the development of and contributes to individual, team, and Commission continuous quality improvement, performance management, and evaluation activities.
- 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 or special projects as required or as assigned.

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

### Job Title: Registered Environmental Health Specialist

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| <p><b>Educational/Training Requirements:</b></p> <ul style="list-style-type: none"> <li>• High School diploma or equivalent</li> <li>• Bachelors degree in a science field or public health</li> <li>• Must maintain licenses and certifications through appropriate continuing education units</li> </ul> | <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience as a Registered Environmental Health Specialist in a public health department preferred</li> </ul> | <p><b>Licenses/Certifications:</b></p> <ul style="list-style-type: none"> <li>• Valid NJ State Registered Environmental Health Specialist license</li> <li>• Valid NJ driver's license, current evidence of vehicle insurance and access to reliable transportation. Pest Control Operator License preferred</li> <li>• Lead Inspector Certification preferred</li> <li>• Air Pollution Certification preferred</li> <li>• Noise Control Certification preferred</li> <li>• National Incident Management System (NIMS/Incident Command System (ICS) 100, 200 and 700 within six months of employment.</li> </ul> |
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#### Knowledge, Skills and Abilities:

- Knowledge of Federal, State, and local public health and environmental health laws, rules, regulations, ordinances, policies, standards, and procedures
- Good computer skills
- Ability to communicate effectively, both verbally and in writing
- Knowledge as to how to appropriately conduct health inspections
- Knowledge of problems/procedures involved in sanitary inspection work for the enforcement of relevant public health laws and of the broad field of public health
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- Ability to work harmoniously with concerned persons
- Ability to take a firm, correct stand
- Ability to prepare clear, sound, accurate, and informative reports of inspections containing findings, conclusions, and recommendations
- Ability to provide persuasive and credible court testimony

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

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| <b>Job Title: Registered Environmental Health Specialist</b> |
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| <ul style="list-style-type: none"><li>• Ability to maintain records and files</li><li>• Ability to utilize various types of electronic and/or manual devices used by the Health Commission or its member municipalities</li><li>• Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position</li><li>• Knowledge of the core functions and essential services of public health</li><li>• Knowledge of the Public Health Accreditation Board's (PHAB) Standards and Measures.</li></ul> |
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| <b>Physical Demands:</b> |
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| <ul style="list-style-type: none"><li>• The incumbent must be able to conduct inspections, including lifting, bending, and walking, in at times inclement weather and moderately harsh environments.</li></ul> |
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| <b>Work Environment:</b> |
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| <ul style="list-style-type: none"><li>• The work environment is representative and typical of similar jobs in comparable municipalities.</li></ul> |
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| <i>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i> |
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| <b><u>Health Officer Approval:</u></b> | <b><u>Date: 23 March 2015</u></b> |
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