

SHARED SERVICES HEALTH AGENT

South Coast Public Health Collaborative (SCPHC)

Westport, MA 02790

Job description:

The **Shared Health Agent** supports the South Coast Public Health Collaborative, which is comprised of the Towns of Marion, Mattapoisett, Rochester, Freetown, Lakeville, and Westport Health Departments, in an innovative initiative to strengthen core local public health services, to advance the recommendations of the 2019 Special Commission on Local and Regional Public Health and to promote healthier communities across the region. The Shared Health Agent provides regular reports to the SCPHC Board, which is comprised of the Public Health Directors or other designated representative from each participating municipality, and will have regular oversight by the Town of Westport Director of Public Health. The Shared Health Agent will perform public health and environmental inspections and reviews for member communities and provide guidance to member communities on issues related to environmental public health in their communities. The Shared Health Agent's contribution will be a key factor in enhancing local public health service delivery and community health improvements that advance health equity.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Enforces state and local public health laws and regulations in accordance with respective statutes, regulations, and policies related to food safety, tobacco control and prevention, and mosquito control.
- Conducts a variety of inspections and tests including but not limited to the following areas: witnessing soil examinations and percolation tests, various phases of the installation of subsurface sewerage disposal systems, housing, vector control, food establishments, swimming pools, camps, ice skating rinks, solid waste, noise and air pollution control, massage establishments, general nuisance issues, etc.
- Reviews plans for Disposal Works Construction Permits, building permits, food establishments, swimming pools, etc. and ensures compliance with state and local health codes.
- Investigates a variety of health related complaints and works towards compliance with state and local health codes.
- Maintains knowledge and expertise in relevant areas of public health, housing and environmental issues in order to maintain required licenses and certifications and changes in pertinent public health laws and regulations as well as enforcement practices.
- Participates in public health programs in the communities as required.
- Performs other duties as required.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's Degree in public health, health administration, social work or related field, and three to five (3-5) years' experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Master's degree with at least 2 years professional experience in public health preferred.

Knowledge of laws, rules, and regulations pertaining to public and environmental health required with the ability to enforce such regulations. Skills in reviewing construction plans and in making necessary inspections. Ability to work well with others, manage multiple tasks at once, be objective, fair and analytical in judging violations and determining compliance with applicable codes.

Special Requirements:

- Valid Massachusetts driver's license
- Soil Evaluators License & System Inspector License preferred, but required within 18 months of hire.

Knowledge, Abilities and Skill:

- **Knowledge:** Knowledge of federal and state laws, rules and regulations pertaining to public health and environmental health, and current inspection techniques.
- **Abilities:** Ability to plan, organize, communicate and collaborate with co-workers, other municipal colleagues and the public effectively and appropriately; ability to productively address all situations in the field and during emergencies; ability to communicate clearly, both orally and in writing; ability to operate a computer and proficient in the use of MS Office and database applications; ability to establish and maintain effective working relationships with municipal employees, Town officials, state and federal regulatory agencies, board/committee members and the general public; ability to manage multiple tasks in a detailed, organized manner; ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure; ability to enforce laws, regulations and policies in an impartial consistent manner; ability to maintain confidential information, in accordance with the State's Public Records Law, regarding client records related to communicable diseases and lawsuits.
- **Skill:** Excellent interpersonal, verbal, and written communication skills; strong organizational skills and excellent attention to detail; literacy in computer software including Microsoft Word, Outlook, PowerPoint, and Excel; GIS software skill a plus.

Work Environment:

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments. Frequent independent travel to off-site locations, including throughout the SCPHC service area. Base location will be in the Westport Board of Health.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

Moderate physical effort is required to perform duties under typical office conditions and travel to off-site locations. The employee is frequently required to sit, speak, hear, and use hands to operate equipment. May also be some occasional lifting of objects such as office equipment and computer paper (up to 30

lbs.) Position requires the ability to operate a keyboard and view computer screens for an extended period of time and the ability to adjust focus; hearing ability requirements include ability to interact with subordinates, the public, elected or appointed officials and outside organizations. Must be able to climb stairs. Work is performed both in an office environment and in the field; moderate physical effort is required in performing inspection and enforcement duties in the field.

Motor Skills:

Duties require motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers, and operating a tablet or laptop.

Visual Skills:

Visual demands require constantly reading paper and screen documents for general understanding and analytical purposes.

This position is grant funded with annual renewal anticipated for up to 10 years, subject to funding.

Hours: Part-Time

Salary: Loaded Hourly rate = \$37.50; no benefits

Union: Non-Union-Contracted Position

Date Posted: XXXX