Ashtabula County Health Department Competency-Based Job Description

GENERAL INFORMATION:

Position Title	Registered Environmental Health Specialist/Registered Environmental Health Specialist-in Training
Working Job Title (If Different)	
Division	Environmental Health
Date Job Description Created	5/19/2017
Revision Dates of Job Description	
Employment Status	Full time
Union Classification	N/A

REPORTING STRUCTURE:

Title of Immediate Supervisor:	Director of Environmental Health
Titles of any others this position reports to:	
Titles of those who directly report to this position:	

POSITION DESCRIPTION:

Conducts inspections and other program activities in environmental health programs (e.g., household sewage, private water, food safety, pools, camps, etc.); educates local public officials and community members on environmental public health issues related to mandated and non-mandated programs. Actions done under the direction of a Registered Environmental Health Specialist and/or the Director of Environmental Health if the work is being completed by a Registered Environmental Health Specialist – in Training.

ESSENTIAL FUNCTIONS

Under general supervision and/or part of various workgroups and teams, the Registered Environmental Health Specialist (REHS) promotes and supports population health by performing the following functions within the overarching framework of Ashtabula County Health Department's provision of the core functions and essential services of public health. Unless otherwise stated, skills for this position are considered Tier 1 of the Council on Linkages Between Academia and Public Health Practice Core

Competencies (cc) for Public Health Professionals, 2014. The Core Competencies (cc) identified in bold print at the end of the sentences are common to all agency positions.

OTHER DUTIES & RESPONSIBILITIES:

- Performs other duties as assigned by supervisor
- Participates in emergency preparedness exercises, activities, and trainings (including completion of ICS 100, 200, 700, and 800 within 6 months of hire)
- Reports for duty following the activation of a public health emergency response plan

MINIMUM QUALIFICATIONS:

- Bachelor's Degree. Meets the requirements to be a Registered Environmental Health Specialist per the Ohio Department of Health

- Registered as an environmental health specialist with the Ohio Department of Health. Valid Ohio Driver's License, proof of insurance that meets required Board minimums, record of safe driving, and reliable transportation. Meets all prerequisite and on-going Qualifications to be covered by the employer's liability insurance carrier.

- Must have record free of criminal violations that would prohibit practice as a Registered Environmental Health Specialist in Ohio or employment with the Ashtabula County Board of Health. Available to work irregular hours and/or a non-traditional schedule.

- Language. Effective oral and written communication skills in English are required. Ability to read and comprehend advanced technical instructions, correspondence and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to clients and other employees of the organization; ability to multitask and interact positively with the public.

- Mathematical. In addition to basic computational skills, ability to perform mathematical operations necessary for the safe operation and function of their position.

- Reasoning. Ability to carry out detailed, and sometimes involved, written or oral instructions; ability problem solve.

- Other. Comprehensive knowledge of public health and environmental health programs and laws. Both mandated and non-mandated programs. Ability to use keyboard, basic computer application proficiency in Microsoft Office products, i.e., Word, Excel, PowerPoint, etc. Use of basic office machines (fax, phone, and copier), experience in using web interfaces, i.e., Internet Explorer, etc., Knowledge and ability in GIS, mapping software preferred.

COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES (KSA's):

A. Public Health Tier: 1- Front Line Staff/Entry Level

B. Organizational Competencies:

1. Facilitates communication among individuals, groups, and organizations

2. Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images)
3. Is knowledgeable of and can inform the public about policies, programs, and resources that improve health in a community
4. Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information to improve policies, programs, and services
5. Applies strategies for continuous quality improvement
6. Describes how teams help achieve program and organizational goals (e.g., the value of different disciplines, sectors, skills, experiences, and perspectives; scope of work and timeline)
7. Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters)
8. Incorporates ethical standards of public health practice into all interactions with individuals, organizations, and communities
9. Adheres to the organization's policies and procedures, including emergency preparedness and response
10. Contributes to assessments of community health status and factors influencing health in a community (e.g., quality, availability, accessibility, and use of health services)
11. Contributes to state/Tribal/community health improvement planning (e.g., providing data to supplement community health assessments, communicating observations from work in the field)
12. Contributes to development of organizational strategic plan (e.g., includes measurable objectives and targets; incorporates community health improvement plan, workforce development plan, quality improvement plan, and other plans)
13. Uses performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting *Healthy People* objectives, sustaining accreditation)
14. Participates in professional development opportunities

C. Job Specific Competencies

The below competencies are specific to the position. A description of each competency can be found at:
http://www.phf.org/programs/corempetencies/Pages/Core_Public_Health_Competencies_Tools.aspx

Analytical/Assessment Skills

1. Applies ethical principles in assessing, collecting, analyzing, using, maintaining, and disseminating data and information (**cc1A3**).
2. Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information (cc1A4).
3. Describes factors affecting the health of a community (e.g., equity, income, education, environment) (cc1A1).
4. Collects valid and reliable quantitative and qualitative data (cc1A8).
5. Describes public health applications of quantitative and qualitative data (cc1A9).

Policy Development/Program Planning Skills

1. Contributes to development of program goals and objectives (**cc2A2**).
2. Contributes to implementation of organizational strategic plan (**cc2A4**).
3. Implements policies, programs, and services (**cc2A8**).
4. Applies strategies for continuous quality improvement (**cc2A11**).

5. Describes organizational strategic plan (e.g., includes measurable objectives and targets; relationship to community health improvement plan, workforce development plan, quality improvement plan, and other plans) (cc2A3).
6. Gathers information for evaluating policies, programs, and services (e.g., outputs, outcomes, processes, procedures, return on investment) (cc2A10).

Communication Skills

1. Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images) (**cc3A2**).
2. Facilitates communication among individuals, groups, and organizations (**cc3A7**).
3. Gathers information for evaluating policies, programs, and services (e.g., outputs, outcomes, processes, procedures, return on investment) (cc3A3).
4. Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters) (cc3A5).
5. Describes the roles of governmental public health, health care, and other partners in improving the health of a community (cc3A8).
6. Assists in providing educational information to the public, political subdivisions, and other interested parties regarding environmental health programs.
7. Maintains all required records for environmental health programs per policy agency Records Retention Schedule.

Cultural Competency Skills

1. Describes the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, social economic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences) (**cc4A1**).
2. Describes the ways diversity may influence policies, programs, services, and the health of a community (cc4A3).
3. Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community (cc4A4).
4. Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community (cc4A5).

Community Dimensions of Practice Skills

1. Describes the programs and services provided by governmental and non-governmental organizations to improve the health of the community (**cc5A1**).
2. Provides input for developing, implementing, evaluating, and improving policies, programs, and services (**cc5A7**).
3. Recognizes relationships that are affecting health in a community (e.g., relationships among health departments, hospitals, community health centers, primary care providers, schools, community-based organizations, and other types of organizations) (cc5A2).
4. Supports relationships that improve health in a community (cc5A4).
5. Collaborates with community partners to improve health in a community (e.g., participates in committees, shares data and information, connects people to resources) (cc5A5).
6. Conducts inspections and other program activities in environmental health programs (e.g., household sewage, private water, food safety program, pools, etc.).
7. Participates in and helps prepare all enforcement activities in Environmental health programs (e.g.
noncompliance conferences, Board hearings, referral to Prosecutor's office).

Public Health Sciences Skills

1. Identifies prominent events in the history of public health (e.g., smallpox eradication, development of vaccinations, infectious disease control, safe drinking water, emphasis on hygiene and hand washing, access to health care for people with disabilities) (cc6A2).
2. Describes the scientific foundation of the field of public health (cc6A1).
3. Describes how public health sciences (e.g., biostatistics, epidemiology, environmental health sciences, health services administration, social and behavioral sciences, and public health informatics) are used in the delivery of the 10 Essential Public Health Services (cc6A3).
4. Retrieves evidence (e.g., research findings, case reports, community surveys) from print and electronic sources (e.g., PubMed, Journal of Public Health Management and Practice, Morbidity and Mortality Weekly Report, The World Health Report) to support decision making (cc6A4).
5. Interpret lab results.
6. Reviews laws and regulations related to Environmental Health; establishes and maintains good working relationships with the regulated industry and a variety of local and state agencies.

Financial Planning and Management Skills

1. Adheres to organizational policies and procedures (**cc7A3**).
2. Motivates colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view) (**cc7A11**).
3. Describes the structures, functions, and authorizations of governmental public health programs and organizations (cc7A1).
4. Describes public health funding mechanisms (e.g., categorical grants, fees, third-party reimbursement,) (cc7A4).

Leadership and Systems Thinking Skills

1. Incorporates ethical standards of practice into all interactions with individuals, organizations and communities (**cc8A1**).
2. Describes needs for professional development (e.g., training, mentoring, peer advising, coaching) (**cc8A6**) and participates in professional development opportunities (**cc8A7**).
3. Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global level (cc8A2).
4. Describes the ways public health, health care, and other organizations can work together or individually to impact the health of a community (cc8A3).
5. Describes ways to improve individual and program performance (cc8A9).

Additional Knowledge, Skills, & Abilities

1. Plans, trains and responds to public health emergencies using principals of the Incident Command System (ICS). Participates in public health emergency response exercises. Completes appropriate training to ensure NIMS compliance as required. Ability to work irregular work schedule to include, but not limited to nights, weekends, and Holidays during such emergencies.
2. Keeps current with technological advances and workplace innovations that support job functions.
3. Performs responsibilities in a timely, thorough, and consistent manner.
4. Maintains a good attendance record; be prompt and punctual to the work site.
5. Adheres to all Ashtabula County Health Department policies and procedures.
6. Ensures accurate court testimony.

7. Attends meetings, seminars, and conferences, and other job-related training sessions; attends board meetings; represents agency in the community. Exercises independent professional judgment and discretion; utilize critical thinking skills; handle sensitive inquiries from and contacts with officials and general public.
8. Performs other duties as assigned.

PHYSICAL WORK ENVIRONMENT:

- Physical Activity: While performing the duties of this job, the employee is regularly required to sit; reach with hands and arms.
- Physical Requirements: This job requires occasional lifting, carrying, pushing or pulling of objects weighing 50 pounds.
- Visual Activity: Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Other Job Activities:
  a) Work may include extended periods of time viewing a computer monitor or operating a keyboard.
  b) Occasional exposure to blood, bodily fluids, and tissue.
  c) Occasional exposure to unruly children and/or adults.
  d) Occasional operation of a vehicle in inclement weather.
  e) Exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.).
  f) Occasional contact with potentially violent or emotionally distraught persons.
  g) Ascends and/or descends ladders, stairs, or scaffolds.
  h) Exposure to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, poorly ventilated work areas, and/or unclean or unsanitary conditions.
  i) Exposure to potentially vicious animals.
  j) Exposure to hot, cold, wet, humid, or windy weather conditions.

APPROVALS:

This Job Description/Expectations was adopted by the Ashtabula County Board of Health on June 14th, 2017.

Health Commissioner: _____ Date: _____

My signature below signifies that I have reviewed the contents of my Job Description/Expectations and that I am aware of the requirements of my position.

Reviewed and agreed to by: _____ Date: _____

(*Employee)*