

FORT BELKNAP INDIAN COMMUNITY

TITLE: Sanitarian	SALARY: DOE/Negotiable
PROGRAM: Sanitation	STATUS: Permanent/Full-Time
DEPARTMENT: Tribal Health	LOCATION: Reservation-Wide

SUPERVISION RECEIVED:

Sanitarian receives direct supervision from the Tribal Health Director.

SUPERVISION EXERCISED:

Sanitarian is responsible for the supervision of the staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for planning, developing, and implementation of environmental issues on the reservation.
- Provides consultation and technical guidance in environmental health matters to the Indian Health Service staff, Tribal Health Programs, and other Federal, State and local agencies in an effort to improve the health status of the Fort Belknap Indian Reservation.
- Will plan, organize and be responsible for the environmental health program.
- Supervise the overall water sampling activities for the reservation.
- Accumulates data and maintains surveillance of populations of communicable disease vectors e.g., encephalitis, rabies, etc.
- Organizes clinics for rabies immunizations.
- Responsible for food service sanitation surveys of IHS, Head Start, all local schools, Day Care Centers, eating and drinking establishments, and Tribal celebrations in accordance with Public Health Service Food Service Standards.
- Plans and promotes the Service Unit Community Injury Prevention Program in accordance with the Billings Area policy. Help or assist installing of child passenger seats when needed. Conduct seat belt/car seat surveys throughout the Reservation.
- Conducts epidemiological investigations of disease outbreaks in the Fort Belknap Indian Reservation and makes recommendations for corrective measures for action by the Tribal Health Director.
- Enter all inspections/injury prevention activities in the IHS Webhrs data base system within one week after activity.
- Manages Mosquito Abatement Program which includes overseeing the spraying and larviside activities though out the Fort Belknap Indian reservation.

- Utilizes the tribal electronic system to process check order, requisitions, payroll and travel request and claims.
- Provides assistance to Program Mangers for cuff accounts, reporting, budgets, modifications and funding requirements
- Develops and implements budget and modify when required.
- Maintains in budgets and modifications per funding requirements
- Submits monthly and annual reports as required.
- Attends all phone conferences, meetings and trainings.
- Ensures and monitors all program managers submit required reports for timely submission.
- Performs other duties that can reasonably be expected to promote the efficiency of the department and general well-being of the Fort Belknap Indian Community as assigned by director or other appropriate administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the cultural environmental and background of the Assiniboine and Gros Ventre Tribes.
- Knowledge of epidemiology and injury prevention.
- Ability to coordinate and motivate to improve the health of people on the Fort Belknap Indian Reservation.
- Ability to communicate orally, and in writing to various groups and other outside agencies.
- Ability to work with other tribal, state, and federal programs effectively.
- Skill to prepare annual, monthly, and quarterly reports, and to prepare financial reports including an annual and monthly budget.
- Skill to navigate various epidemiological and injury prevention software.

EDUCATION AND EXPERIENCE:

- Prefer a Bachelor's Degree in environmental health, sanitary science, public health, chemistry, micro-biology, or any other appropriate agricultural, biological or physical science. Minimum Associate Degree in one of the above fields.
- Minimum of four (4) years of successful and pertinent experiences in inspection, investigating, and technical support work or other responsible work of such a nature and level to provide knowledge and a fundamental understanding of, and the ability to use environmental health principles, methods, and techniques.
- Any equivalent combination of experience and education requirements.

SPECIALIZED EXPERIENCE:

- Consists of a performance of work in such areas as food, water supply, waste, insect and rodent control which has demonstrated a proficiency in developing, evaluating and advising on programs designed to prevent and eliminate environmental health hazards.
- Examples of assignment in which qualifying specialized experience may have been gained:
 - Experience in inspection and investigation work which has provided a broad knowledge in the analysis of substance to determine contamination or the presence of disease. Such experience must have demonstrated the ability to direct or coordinate environmental health problems.
 - Experience in any one or a combination of the agricultural, biological or physical sciences which has provided the applicant with knowledge of the concepts, principles, methods and techniques used to resolve environmental health problems.
 - Experience as an environmental health technician in at least three areas or specialties of environmental health which has demonstrated the ability to analyze, resolve, and advice on evaluations on environmental sanitation data and the development and implementation of plans to eliminate or control environmental health hazards. In addition to technician experience which involved planning, developing and administering an environmental health program in any one area or specialty may be credited as specialized.

SPECIAL CONDITIONS:

- Must possess a valid Montana State driver's license and be eligible at ordinary cost for inclusion with the Tribal Master Insurance Plan.
- Must be able to obtain a 40 hour Child Passenger Safety Certification within 1 year of employment.
- Must be able to obtain a Montana Pest Control applicator license and Mosquito Spraying Certification within 1 year of employment.
- Lift 50 pounds.
- Must never have been convicted of a felony or a misdemeanor within one year preceding entry date.
- Will be subject to a background check to include criminal and work history.
- Will be in compliance with the Fort Belknap Community Council Substance Abuse Prevention and Drug/Alcohol Free Work Environment and Testing Policy.
- May be subject to work beyond normal working hours, often at night, on weekends, and during the holidays.
- Will be required to travel, frequently at times, and sometimes during inclement weather conditions.
- Incumbent must never have been convicted of a felony.

- Must not have been convicted of a misdemeanor within one year preceding hire date.
- Indian/Veteran Preference Policy applies.

***Immigrant Reform and Control Act requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.**