

# *Conneaut City Health Department*

*327 Mill Street, Conneaut, Ohio 44030*

*Phone: (440) 593-3087 Fax: 440-593-6026*

Conneaut City  
Health Department



Public Health  
Prevent. Promote. Protect.

*Sally Kennedy, R.N.  
Health Commissioner*

*Nichele Johnson, R.S.  
Environmental Health Director*

*Louise Cleveland, R.N.  
Director of Nursing*

*Wendy Julio  
Registrar*

The Conneaut City Health Department has the following position to be posted:

## **Registered Sanitarian/ Sanitarian-In-Training**

Please contact the Conneaut City Health Department @ 593-3087 or at the health department office located at 327 Mill St. for the job description and requirements.

Resumes will be accepted until: **Position is filled**

Conneaut City Health Department is an Equal Opportunity Employer

Posted: 02/13/19

# Sanitarian/Sanitarian in Training



## Conneaut City Health Department Competency-Based Job Description

### GENERAL INFORMATION:

<b>Employment status</b>	Employee of the Conneaut City Board of Health. Salary and hours are determined by the Conneaut City Board of Health
<b>Working Job Title (if different)</b>	Sanitarian/Sanitarian In training
<b>Division</b>	Environmental
<b>Date Job Description Created</b>	5/11/16
<b>Revision Dates of Job Description</b>	3/27/17, 5/4/18
<b>Job Title Changes (all changes since position creation)</b>	R.S., S.I.T.

### REPORTING STRUCTURE:

<b>Title of Immediate Supervisor:</b>	Environmental Health Director /RS
<b>Titles of any others this position reports to:</b>	Health Commissioner
<b>Titles of those who directly report to this position:</b>	

**POSITION DESCRIPTION:** The Sanitarian/ Sanitarian in Training will administer, implement and be responsible for the enforcement of state and local environmental laws, rules, codes and regulations. Utilize public health principles to control, eliminate, and/or prevent environmental health hazards. Perform the necessary Sanitarian functions to permit efficient operations of the Environmental Health Division. \*Works with information considered by law to be confidential as well as sensitive information and follows BOH policies and procedures that govern the release of this information. (HIPAA laws and confidentiality policy)

### ESSENTIAL FUNCTIONS:

Implement environmental programs including but not limited to:

- a.) Food Service Operations
- b.) Retail Food Establishments
- c.) Campgrounds
- d.) Marinas
- e.) Public Swimming Pools
- f.) Private Water Systems/ Water Hauler
- g.) Household Sewage Treatment Systems
- h.) City Jail Inspections



k.) All state mandated programs

l.) Abatement of Public Health Nuisances

- Perform environmental inspections, consultations, investigations and maintain accurate records
- Ensure each program includes compliance procedures and requirements for enforcement actions, in order to implement and enforce laws and regulations
- Submit reports appropriately
- Provide and assist with health education for environmental programs such as lead abatement, food safety and abatement of nuisances
- Participate in city, county, regional and state exercises and drills for All Hazards events including Bio-terrorism
- Participate in community environmental health programs (i.e. ORV, WNV surveillance, rabies education, animal safety, etc.)
- Investigate and report all food-borne and water-borne diseases in the time required by law
- Collaborates in the Ashtabula County Community Health Needs Assessment (CHA) and the Community Health Improvement Plan (CHIP) and the intervention strategies

#### **OTHER DUTIES & RESPONSIBILITIES:**

- Performs other duties as assigned by supervisor
- Attend monthly Board of Health meetings as requested by the EHD and report all public health environmental activities.
- Participates in emergency preparedness exercises, activities, and trainings (including completion of ICS 100, 200, 700, and 800 within 120 days of hire)
- Reports for duty following the activation of a public health emergency response plan
- Be on the after-hours call list for the reporting of Class A Communicable Diseases and other public health emergencies
- Assists with the operations of the health department office and staff
- Participates on the Accreditation Team and related teams (e.g. QI Team, Performance Management Team)
- Participates in policy development and budget process for the environmental health division
- Participate in work force development as required
- Assist with implementing quality improvement programs (CQI), Strategic Plan and Branding and Marketing Strategy
- Represent the Conneaut City Health Department as required and needed

**PREFERRED QUALIFICATIONS:** The Sanitarian shall have specialized knowledge, training and experience in the field of environmental health science with the primary purpose of improving the community environmental health. Must be a Registered Sanitarian/ Sanitarian-in-Training in the State of Ohio. Must have a valid Ohio's Driver's license and reliable transportation.

**Education-** A baccalaureate degree from an accredited college including 45 quarter units or 30 semester units of science courses approved by the Board. Science courses approved by the Board are in the areas of biology, chemistry, physics, geology, or mathematics.

*Conneaut City  
Health Department*



**Public Health**  
Prevent. Promote. Protect.

**Certification-** The Sanitarian-In-Training certificate is a limited certificate. A Sanitarian-In-Training may engage in the practice of environmental health provided he/she is supervised by a registered sanitarian. According to Section 4736.10 of the Ohio Revised Code:

“A sanitarian-in-training shall apply for registration as a registered sanitarian within three years of his/her registration as a sanitarian-in-training. The Board may extend the registration of any sanitarian-in-training who furnishes, in writing, sufficient cause for not applying for registration as a sanitarian within the three-year period.”

**Renewal requirements-** The Sanitarian/Sanitarian-In-Training is required annually to complete 18 hours of continuing education in subjects relating to practices of the profession as a sanitarian to the end that the utilization and application of new techniques, scientific advancements and research findings will assure comprehensive service to the public

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

### **A. Public Health Tier:**

1. 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; access to affordable housing)
11. Contributes to state/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

*Conneaut City  
Health Department*



**Public Health**  
Prevent. Promote. Protect.

### C. Job Specific Competencies

Descriptions of each competency can be found at:

<http://www.phf.org/programs/corecompetencies/Pages/CorePublicHealthCompetenciesTools.aspx>

- Analytical/Assessment Skills (1A8)
- Policy Development/ Program Planning Skills (2A5)
- Communication Skills (3A1, 3A2, 3A5)
- Cultural Competency Skills (4A1, 4A2, 4A3, 4A4, 4A5, 4A6)
- Community of Dimensions of Practice Skills (5A1, 5A5, 5A6, 5A7, 5A9, 5A10)
- Public Health Sciences Skills (6A1, 6A2, 6A4, 6A5, 6A6, 6A8, 6A9)
- Financial Planning and Management Skills (7A3, 7A10)
- Leadership and Systems Thinking Skills (8A1, 8A3, 8A5, 8A6, 8A7)

### D. Professional Competencies

The Sanitarian-in-Training will continue working towards becoming a registered sanitarian.

Employee will adhere to:

All internal Board of Health and environmental health checklists, policies and procedures for Conneaut City Health Department, Sanitarians and Sanitarians in Training.

Additional guidance documents for Sanitarians can be found at: The Center for Disease Control and Prevention Environmental Health Performance Standards:

<http://www.cdc.gov/nceh/ehs/envphps/Docs/EnvPHPv2.pdf>

### **PHYSICAL WORK ENVIRONMENT:**

- **Physical Activity:** Active physically: walking, climbing, lifting, reaching, standing, pushing, pulling, carrying heavy object, touching, talking, hearing, repetitive motions
- **Physical Requirements:** Light- heavy work, sedentary work
- **Visual Activity:** Close to the eyes, at or within arm's reach
- **Other Job Activities:** Employee works both inside in an office setting, and outside for sanitarian duties. Lifting up to 25 pounds occasionally, and/or 15 pounds of force frequently, and/or on foot for long periods of time in order to accomplish sanitarian field job requirements and may be exposed to weather elements. Employee may come in contact with blood-borne pathogens, body fluids and/or animals /animal borne disease and vector borne diseases. May occasionally work in unsanitary conditions or outdoors during inclement weather. Employee is required to wear appropriate personal protective equipment (PPE) when needed. Outdoor job activities require weather appropriate gear.

### **Employee of the Conneaut City Board of Health**

### **Salary and hours determined by the Conneaut City Board of Health**

Approved by the Conneaut City Board of Health on May 10, 2017

Reviewed May 9, 2018

I hereby acknowledge that I have received, reviewed and fully understand the above Job Description. My signature below constitutes that acknowledgement.

Witnessed by: \_\_\_\_\_, Health Commissioner

*Conneaut City  
Health Department*



**Public Health**  
Prevent. Promote. Protect.