

**Town of Hopedale
Health Agent**

The Town of Hopedale is accepting applications for a part-time Health Agent for up to 18 hours/week. The Health Agent is responsible for the planning, managing and promotion of public health, as well as conducting the Town's public health program and enforcing federal, state and local public health laws, rules and regulations. Applicants should be a Licensed Massachusetts Registered Sanitarian or Massachusetts Certified Health Officer or have the ability to obtain license/certification within one year of employment. Valid Massachusetts driver's license; Certification from DEP as a licensed Soil Evaluator; Certification from DEP as a licensed Title 5 System Inspector; Food Protection Manager; Lead Paint Determinator; NIMS and ICS training and Certification. Certified Pool and Spa Operator desirable.

Bachelor's Degree in Public Health or a related field; preference for experience within municipal government. Candidates with an equivalent combination of education and experience will also be considered.

Hourly Pay rate: \$34.17- \$37.66 based on experience and education.

Submit cover letter and resume and application (required) to: Town Hall, Attention Health Agent Hiring, 78 Hopedale Street, Hopedale MA 01747 or via email: cvilla@hopedale-ma.gov.

Position will remain open until filled.

Town of Hopedale
JOB DESCRIPTION

JOB TITLE: **Health Agent, Part-time**
 Not to exceed 18 hours per week

QUALIFICATIONS:

1. Bachelor's Degree in Public Health, sanitary or biological sciences, or related fields.
2. Three to five years of experience in public health program or an equivalent combination of education and experience
3. Certified Health Officer
4. State registered Sanitarian
5. DEP approved Soil Evaluator
6. Lead Paint Determinator
7. Knowledge of federal, state and local laws, rules and regulations pertaining to public health
8. National Incident Management System (NIMS) and Incident Command Structure (ICS) Training

RESPONSIBILITIES:

To protect the public health, safety and quality of life of all residents in the community.

REPORTS TO: Board of Health

ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO:

1. Annual and semi-annual activities will include inspections of food establishments, caterers, non-profit (church) kitchens, convenient stores, elderly housing kitchens, school kitchens, bodywork establishments, tobacco retailers, mobile food trucks, and one day/one event food vendors.
2. Reviews and approves all permits under the Board of Health purview, including food establishments, caterers, church kitchens, convenient stores, elderly housing kitchens, school kitchens, bodywork establishments, tobacco retailers, mobile food trucks, and one day/one event food vendors, disposal works installers, septage haulers, trash haulers, well drillers.
3. Reviews and responds to public health issues, such as West Nile, EEE, bird flu, rabies, Lyme disease, COVID-19 pandemic, and others as they arise.

4. Reviews and investigates issues related to asbestos, air quality, pond water testing, abandoned housing, mosquito control data, landfill closure documents.
5. Reviews and gives initial approval of new construction or repair of disposal works (septic) systems.
6. Works in conjunction with the town's emergency preparedness director and state office of health and medical preparedness to coordinate emergency preparedness drills and prepare documents for emergency events.
7. Participates in appropriate webinars, conference calls and Zoom meetings on myriad of activity issues.
8. Participates in emergency calls with police and fire departments and follows up with wellness investigations and housing issues as related to minimum standards of state sanitation code violations, hoarding issues and condemnation orders.
9. Works with the Board of Health on trash and recycling issues.
10. Reviews local laws, rules and regulations and revises as needed.
11. Reviews data prepared by department secretary which includes tonnage reports, system pumping records and other data sent to the Board of Health from time to time.
12. Performs other duties as may be assigned from time to time by the Board of Health.

OCCUPATIONAL RISK:

Personal injury could occur when conducting field inspections or when responding to public health emergencies. Examples of injury may include bruises, cuts, muscular strains or exposure to communicable diseases and hazardous materials.

Approved by Board of Health: July 16, 2020