



Public Health Field Training Manager

The Central Massachusetts Regional Planning Commission (CMRPC) seeks candidates for the full-time (37.5 hours/week) Public Health Field Training Manager position within the agency's Regional Collaboration and Community Planning Department. The Public Health Field Training Manager coordinates CMRPC's new Public Health Training Hub, overseeing work by other CMRPC Field Trainers and providing training related to Food Safety, Housing & the State Sanitary Code; Septic Systems & Title 5, and various other public health inspections. This position will work closely with local public health officials across Central Massachusetts and will work in partnership with the DPH Office of Local and Regional Health (OLRH). The successful candidate will thrive in a dynamic, interdisciplinary, and innovative environment with growth opportunities.

About CMRPC

CMRPC is the Regional Planning Agency (RPA) serving the people who live and work in the City of Worcester and 39 surrounding towns. Our mission is to improve the quality of life for those who live and work in the region. We work toward sound municipal management, sustainable land use, protection of natural resources, efficient and affordable transportation, a diverse housing stock, public safety, public health, economic development, and equity and opportunity among people of all backgrounds. CMRPC's office includes approximately 35 full-time employees located in the Worcester Central Business District in a transit-accessible and bike-friendly office, LEED-certified building. Free parking is provided in the attached garage. For further detail on CMRPC, please visit www.cmrpc.org

Field Training Hub Description

The Field Training Hubs (FTH) are a cornerstone of the Workforce Development initiatives to strengthen the competencies and capabilities of the local public health workforce to meet the current Performance Standards and develop leaders in transforming the local public health system. The FTH is part of a 3-tiered model that includes basic self-paced online training modules, in-depth knowledge-based competency development in the classroom, and hands-on competency and skills development in the field. These different levels of training act as learning building blocks and help create a comprehensive training infrastructure to increase the pool of trained local public health professionals, increasing the capacity for local and regional public health (LRPH), meeting the

Public health and racial equity policies are a significant priority for MDPH and essential to all OLRH initiatives. MDPH Senior Trainers will train field Trainers on a standard curriculum that integrates health and racial equity principles to prepare them to train PHE grantee inspectors and other relevant staff. Field Trainers will provide hands-on field training to ensure local public health professionals are competent in housing, food safety, and other environmental health topics.

Typical Duties

1. Work with the OLRH and the designated PHE leads/coordinators for the training Hub to review PHE information and data regarding field training gaps and needs and identify staff for field training.
2. Build supportive training and capacity-building relationships with Public Health Excellence (PHE)-funded local public health staff. Be available to PHE training participants to respond to questions and challenges.
3. Attend the central trainings by the DPH Central Trainers and be prepared to raise any regional-specific challenges they can help Field Trainers plan for.
4. Tweak, with the consultation of the DPH Central Trainers, the standardized curricula for the field training to incorporate region-specific nuances/challenges.



5. Set up the logistical needs for the field training sites/establishments being inspected and ensure accessibility and safety.
6. Design and provide standardized, hands-on, and accessible field-based training based on the standardized curricula, which includes plans for each activity that state what learning and skills will be achieved, how they will be completed, and how the attainment will be assessed.
7. Create with the consultation of the DPH Central Trainers resources or learning aids.
8. Coordinate with the Senior Field Operations Coordinator the training dates, sites, and outreach to PHEs plan.
9. Be available to PHE training participants to respond to questions and challenges.
10. Participate in central meetings or learning collaborative along with other Field Trainers.
11. Provide requested reporting and assist Administrative Staff in required reporting on trainings and trainees.
12. Provide feedback to DPH Central Trainers on best practices or changes to the training model/curricula.
13. Maintain or seek relevant credentialing and attend appropriate professional development training along with the centralized required training.
14. Work with the Senior Field Operations Coordinator to promote and increase access to credentialing.
15. Assist in the OLRH evaluation of the FTH model.
16. Perform other relevant duties as assigned.

Qualifications

Bachelor's Degree in a related field is required. A master's degree is preferred. Registered Sanitarian/REHS Certification required. The following certifications are required before hire or within six months of employment:

- Public Health Foundations Course
- Soil Evaluator
- Septic Inspector
- Food Manager
- Certified Pool Operator
- Lead Determinator

Minimum of five years of experience in local public health. Demonstrated experience and competency in enforcing the housing code, community sanitation regulations, Title 5, wastewater regulations, and food protection safety.

The successful applicant will demonstrate all or most of the following skills:

17. Demonstrated experience and competency in enforcing and training on the housing code, community sanitation regulations, Title 5, wastewater regulations, and food protection safety.
18. Relevant credentials or working toward credentialing, especially the Registered Sanitarian or REHS.
19. Knowledge and experience of training methods and techniques such as on-the-job/hands-on/field training.
20. Strong oral and communication skills and experience with group/meeting facilitation or delivering a presentation to and engaging a diverse group of trainees.
21. Experience with workforce development processes, content and curricula development for trainings/teachings, instructional design, learning modules, competency assessment/evaluation, and resource templates.
22. Exceptional organizational skills, including maintaining accurate records and managing multiple responsibilities.
23. Experience developing implementation work plans and project/program tracking tools.



24. Demonstrated commitment to establishing supportive working relationships through effective communication; the ability to engage and value the input of diverse stakeholders.
25. Understanding of commitment to and ability to integrate principles of cultural humility, racial and health equity, and the social determinants of health-related to health equity into work and relationships.
26. Proficient in working independently and in a team-oriented and collaborative environment.
27. Ability to use Microsoft Office applications: Word, PowerPoint, Excel, Outlook; prepare and use charts, graphs, and tables.
28. Knowledge of evaluation methods.

Job Environment

- Some work is performed under a typical office setting, with some work conducted in the field with exposure to various weather conditions.
- Work will require occasional evening or weekend meetings.
- Work in the field includes occasional exposure to inclement weather, dirt, grease, or other adverse elements; smoke, fumes, and irritating chemicals; working around heavy machinery and its moving parts. Possible exposure to communicable disease. Operates computer, telephone, copier, facsimile machine, and other standard office equipment.
- Makes frequent contact with the public, municipal officials, businesses, property owners, school staff, and regional planning agencies. Communications are in person, by phone, by email, in writing, and via various group meetings, hearings, and other events.
- Has limited access to confidential and sensitive information related to finances or projects.
- Errors in judgment could result in delays in the necessary training, alienation of municipal officials, or loss of service.

Supplemental Information

This is a full-time position with an excellent state employee benefits package. Starting salary will range from \$75,000 to \$90,000, depending on qualifications and experience. This position is exempt under the federal Fair Labor Standards Act guidelines.

CMRPC offers a flexible, supportive, and family-friendly work environment; and a commitment to ongoing professional development. CMRPC takes pride in the diversity of its workforce and encourages all qualified persons to apply. CMRPC does not discriminate on the basis of race, color, national origin, sex, religion, or disability in employment or the provision of services. CMRPC is an EOE/AA employer.

Resumes and letters of interest should be emailed to: crobichaud@cmrpc.org. Priority will be given to applications received on or before April 17, 2023. This position is open until filled.

Candidates must have legal authorization to work in the USA, a valid driver's license, or the ability to arrange transportation to meetings in different parts of the region. Candidate must be willing to adhere to all operational and future public safety requirements (including mask and vaccination mandates).



Attachment A: Specific MA Sanitary Code Responsibilities

Housing:

Conducts housing inspections to ensure compliance with 105 CMR 410.000: State Sanitary Code Chapter II: Minimum Standards of Fitness for Human Habitation. Prepare findings and issue orders to correct violations and charges to vacate to the owners and occupants of the dwelling unit. Conducts re-inspections of dwelling units. Works with Town Counsels from member towns to prosecute violators of the State Sanitary Code in Western Division Housing court. Prepares documentation to issue a condemnation order if, in the agent's opinion, the violations pose an immediate threat to the health, safety, and well-being of the occupants of the dwelling unit. Responsible for placarding the dwelling unit as "condemned" and promptly removing the occupants from the dwelling unit. Requests additional inspections (i.e., building, plumbing, wiring) when warranted.

Food Establishments:

Performs regular field inspections of retail food and food service establishments for general construction and cleanliness, the wholesomeness of food, proper food preparation procedures, and sanitation of dishes and utensils. Communicates the Hazard Analysis Critical Control Point (HACCP) method of food sanitation to food service managers and employees. Conducts joint inspections with personnel from the Massachusetts Department of Public Health's Division of Food and Drugs. Embargoes and oversees destroying an unwholesome or adulterated food product. Investigates all alleged food-borne illness complaints. Works with the district's food service establishment outreach and education efforts. Conducts inspections of temporary and mobile food establishments at fairs and various outdoor events. Must be available to work weekends and evenings for these seasonal events.

Lead Paint:

Working with the CPHS Program Manager conducts Lead Paint Determinations in dwellings built before 1978 where a child under six resides. Utilizes sodium sulfide to show the determination. Prepares a report of findings and issues an order to correct violations to the dwelling owner if dangerous lead levels are found there. Issues cease and desist orders if unlicensed de-leading has occurred in the home. Collects samples of lead dust to submit for laboratory analysis. Tracks the progress of the de-leading on each property and files criminal complaints against those owners who fail to comply with the Lead Poisoning Prevention Regulations.

Title 5:

Must be able to review septic system plans for compliance with Title 5 Regulations and issue permits to construct septic systems, as well as certificates of compliance upon completion of the installation. Witnesses' percolation tests for building, repairing or upgrading septic systems. The Siting, Construction, Inspection, Upgrade, and Expansion of On-Site Sewage Treatment and Disposal Systems and for the Transport and Disposal of Septage. Reviews and approves septic system plans. Inspects the installation of septic systems to ensure compliance with Title 5. Reviews Septic System Inspection Reports for accuracy and completeness.

Swimming Pools:

Inspects all public, semi-public, and unique purpose pools for compliance with 105 CMR 435.000: Minimum Standards for Swimming Pools (State Sanitary Code: Chapter V). Conducts testing of chemical standards, including disinfection, pH, and alkalinity. Collects samples to submit for bacteriological analysis. Performs testing of water clarity utilizing a Secchi disk.

Recreational Camps for Children:

Working with the Public Health Nurses, inspects all Recreational Camps for Children for compliance with 105 CMR 430.000: Minimum Sanitation and Safety Standards for Recreational Camps for Children (State Sanitary Code: Chapter IV).



Tanning:

Inspect tanning establishments for compliance with 105. CMR 123.000: Tanning Facility Regulations.

Frozen Dessert Regulations:

Reviews and analyzes monthly bacteriologic testing of certain frozen dessert products.

Tobacco:

Conducts inspections of licensed tobacco vendors as required by local regulations.

Emergency Beaver Dams/Trapping:

Works with the CPHS Program Manager and local Conservation Committee as needed to issue permits for trapping beavers or modifications of beaver dams.

Wells and Permitting:

Permits drilling of wells and reviews analytical reports for portability before issuing a well certificate