

FOOTHILLS HEALTH DISTRICT
P.O. Box 447
Haydenville, MA 01039-0447

Health Agent Position

Job description:

The Shared Health Agent (HA) supports the Foothills Health District encompassing the Towns of Goshen, Westhampton, Whately and Williamsburg to strengthen core local public health services, and to promote healthier communities across the region. This position includes flexible work week options and an opportunity to advance to a Health Director position.

Essential functions:

The essential functions listed below are intended only as illustrations of the type of work that may be performed, and do not exclude work that is similar, related, or a logical assignment to the position.

- Performs housing inspections to ensure compliance with the state and local housing codes; reports violations to Boards of Health, and prepares compliance orders and reports, including legal action, when necessary.
- Performs sanitary inspections of food establishments to ensure compliance with state standards and regulations; reports violations to Boards of Health orders, prepares compliance orders and reports including legal action, when necessary.
- Inspects new and repaired septic systems for compliance with MA Title 5 regulations; conducts soil evaluations and tests for new and repaired septic systems. Reviews and approves septic system designs and provides related information to residents.
- Inspects camps, public swimming pools, body art, tanning, and other establishments required by law to determine compliance with applicable statutes and the State Sanitary Code.
- Investigates all complaints of public health hazards such as air pollution, noise complaints, insect and/or rodent infestation and conditions considered violations of nuisance laws; inspects environmentally sensitive sites and hazardous waste issues within the FHD.
- Maintains public health records and prepares documentation as required, including necessary documents for court hearings and trials.
- Responsible jointly for supervising and training FHD inspectors.
- Attends trainings relevant to public health, housing and environmental issues in order to maintain required licenses and certifications.
- Assists with writing, editing, and/or implementing Boards of Health and FHD regulations.
- Attends meetings, seminars, and represents the Boards of Health at meetings and hearings.
- Provides disease monitoring using the state's MAVEN software.
- Helps apply for, manage and implement grants.

Supervision received:

Under the direction of the FHD Boards of Health as well as Health Director, the HA works from policies and objectives; establishes plans and consults with the Health Director, FHD chairperson and/or Boards of Health when clarification, interpretation, or exception to policy may be required or as requested.

Supervision exercised:

The HA is responsible jointly with FHD inspectors and the Health Director for ensuring required inspections are

being done well; tracks all inspections and complaints. The HA will jointly supervise and train FHD inspectors to perform their duties correctly.

Recommended minimum qualifications:

Bachelor's degree in Public Health, Biology, Environmental Science, or a related field and 3-5 years of related experience; proven supervisory and training skills as well as experience in public grant administration preferred; or any equivalent combination of relevant education and experience.

Certifications to be obtained:

- Valid Massachusetts driver's license and reliable vehicle
- Foundations for Local Public Health Practice Course Certificate
- Food Protection Manager Certification
- Septic System Inspector Certification
- Soil Evaluators License preferred, required within 18 months of hire
- Pool Operator Certification
- Lead Determinator within two years of hire
- Registration as a Sanitarian within two years of hire

Knowledge, abilities and skills:

Knowledge of federal and state laws, rules and regulations pertaining to public health and environmental health, and current inspection techniques.

Ability to plan and communicate with co-workers, BOH's colleagues and the public effectively and appropriately; ability to maintain effective working relationships with Town officials, state and federal regulatory agencies; ability to maintain confidential information.

Excellent interpersonal, verbal and written communication skills; strong organizational skills and attention to detail; experience using software including Microsoft Office (Word, Excel, PowerPoint); database and GIS software skill a plus.

Work Environment:

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. May be exposed to elements, but work can typically be rescheduled to avoid harsh elements or dangerous conditions. Otherwise typical office conditions prevail.

Physical, Motor, And Visual Skills:

The work involves sitting, stooping, walking, and standing for periods of time. The HA may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual demands require routinely reading documents for general understanding and analytical purposes.

Salary and application process:

The salary for this position is commensurate with experience and skill set. Applications will be reviewed until the position is filled. Apply with a cover letter and resume to: **fhd.office@burgoyne.org**