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**Scioto County Health**

**Department**

Job Description

# GENERAL INFORMATION:

**Employee: Title: Director of Environmental Health**

**(Full-Time)**

|  |  |
| --- | --- |
| **Department** | Scioto County Health Department |
| **Work Hours** | 8:30 A.M. to 4:30 P.M. (One Hour Lunch) |
| **Department Days** | Monday through Friday (total of 40 hours per week); occasional weekend and evening hours. |
| **Immediate Supervisor** | Health Commissioner |
| **Date of Hire** |  |
| **Civil Service Examination** | None |
| **License/Certification Required** | Ohio Board of Sanitarians - Registered Environmental Health Specialist |
| **Motor Vehicle License** | Ohio Bureau of Motor Vehicles |

# JOB DUTIES:

* Assist with the administration and enforcement of the Ohio Food Service and Retail Food Establishment Laws and Regulations.
* Assists with the administration and enforcement of the Food Handling Regulations of the Scioto County Health Department.
* Assists with the administration and enforcement of the Ohio Private Water System and Household Sewage disposal rules.
* Assists with the conduction of foodborne illness investigations.
* Assists with the administration and enforcement of the Ohio Swimming Pool rules.
* Assists with nuisance complaints of a nature that may adversely affect the health and welfare of the residents of Scioto County: such as, garbage, refuse, trash, odors, animals, sewage, water pollution, soil contaminants, hazardous materials, insects, food and etc.
* Assists with the enforcement of the nuisance laws and rules of the State of Ohio, and Scioto County Health Department nuisance policy and procedures.
* Assists with the investigation of reported animal bites according to State Law and quarantine of domestic animals that have bitten someone.
* Assist with the rabies program.
* Assist with the conduction of a mosquito control program by following criteria: Breeding site identification and removal and chemical control.
* Maintains a Registered Sanitarian status.
* Assists with the enforcement of the Tattoo Studio Ordinance.
* Reports environmental activities to the Health Commissioner.
* Assists with other health department services and activities as requested.
* Keeps current in environmental laws by attending workshops and seminars approved by the Health Commissioner.
* Has a personal car to use for visits -- mileage reimbursement at rate set by the Board of Health.
* Maintains a current license with the Bureau of Motor Vehicles.
* Maintains vehicle liability coverage on personal vehicle.

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

1. **Public Health Tier: 2 –** Program Management/Supervisory Level

Tier 2 competencies apply to public health professionals in program management or supervisory roles. Responsibilities of these professionals may include developing, implementing, and evaluating programs; supervising staff; establishing and maintaining community partnerships; managing timelines and work plans; making policy recommendations; and providing technical expertise

# Organizational Competencies

All SCHD employees are expected to ensure that Scioto County is protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all SCHD employees are expected to meet specified competencies in the following areas: Analytical/ Assessment Skills, Policy Development/Program Planning Skills, Communication Skills, Cultural Competency Skills, Community Dimension of Practice Skills, Financial Planning and Management, and Leadership and Systems Thinking Skills. All staff chose 14 organizations competencies among tier 1 competencies that were ranked as most important to their work at the health department. These 14 competencies are listed below:

**COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES:**

1. **Organizational Competencies**

All SCHD employees are expected to ensure that the Scioto County community is protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all SCHD are expected to meet specified competencies in the following areas:

* **Role During Emergency** - Demonstrate knowledge of one’s expected role(s) in organizational and community response plans activated during a disaster or public health emergency [Competencies for Disaster Medicine and Public Health, 2015]
* **Use IT** - Use information technology in accessing, collecting, analyzing, using, maintaining, and disseminating date and information [1A4, 1B4, 1C4]
* **Describe Strategic Priorities** - Describe agency’s strategic priorities, mission, and vision [PHWINS 2017] Work Exceeds Standards Ensure work meets or exceeds standards and identifies and implements ways to make job tasks or processes more efficient [NIH, retrieved 2018]
* **Recommend Solutions** - Identify problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome [NIH, retrieved 2018]
* **Deliver Culturally Appropriate Service** - Deliver socially, culturally, and linguistically appropriate programs and customer service [PH WINS 2017]
* **Describe Diversity** - Describe the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences) [4A1, 4B1, 4C1]
* **Address Diversity** -Address the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community [4A5]
* **Collaborate with Partners** - Collaborate with community partners to improve health in a community (e.g., participate in committees, share data and information, connect people to resources) [5A5]
* **Improve Programs** - Provide input for developing, implementing, evaluating, and improving policies, programs, and services [5A7]
* **Motivate Colleagues** - Motivate colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view) [7A11, 7B13, 7C13]
* **Use Performance Management** - Use 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) [7A14, 7B16, 7C16]
* **Incorporate Ethical Standards** - Incorporate ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities [8A1, 8B1, 8C1]
* **Professional Development Participation** - Participate in professional development opportunities [8A7]
* **Maintain Performance** - Maintain performance and self-control under pressure or adversity [NIH, retrieved 2018]
* 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 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)

1. **Professional Competencies:**

The Director of Environmental Health will adhere to**:**

List professional competency(ies):

-All internal environmental health checklists, policies and procedures for Scioto County Health Department Sanitarians, Sanitarians-in-Training and Directors.

-The Center for Disease Control and Prevention Environmental Health Performance standards found at: <http://www.cdc.gov/nceh/ehs/envphps/Docs/EnvPHPSv2.pdf>

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)