

**Caswell County Health Department
Invites applications for the position of:**

Environmental Health Program Specialist

JOB TITLE: Registered Environmental Health Program Specialist- Food and Lodging

SALARY: \$54,708 with a 4% increase after a 9-month probationary period

Dependent on authorization level and years of experience

POSITION TYPE: Permanent, full time (40 hours per week)

LOCATION: Yanceyville, NC

CLOSING DATE: Open Until Filled

Job Purpose: To promote and protect public health and the environment through education, surveillance, inspection, consultation, and enforcement of local and state laws, rules, and regulations in accordance with proper policies and procedures

Responsibilities:

- Perform State mandated sanitation inspections of Food, Lodging, and Institution, Public Swimming Pool, Child Daycare and Tattoo facilities.
- Investigate complaints related to Food, Lodging and Institutional, Childhood lead, Public Swimming Pool, Child Daycare and Tattoo facilities.
- Complete necessary reports, permits and correspondence related to food, lodging and institutional, Public Swimming Pool, Child Daycare and Tattoo facilities.
- Perform office duties involving correspondences with the public.
- Collect water samples when required at regulated facilities.
- Conduct workshops to educate food handlers and managers on environmental health issues.
- Attend educational programs required in order to retain REHS status (15 hours of continuing education per year).

Qualifications:

- Thorough knowledge of public health law
- Extensive knowledge in area of specialty
- Considerable knowledge of environmental health laws, rules, and procedures
- Considerable knowledge of microbiology, biology, chemistry, food science, epidemiology, soil science, entomology, and basic engineering technology as it applies to environmental health procedures
- Considerable knowledge of food sanitation, food-borne diseases, communicable diseases, institutional sanitation, vector control, solid waste management, design of on-site wastewater treatment systems, and protection of water supplies.
- General knowledge of the responsibilities of other agencies relating to environmental health and community resources
- General knowledge of the interrelationship between socioeconomic factors and environmental health concerns
- Advanced computer skills
- Ability to analyze and comprehend a wide variety of technical and administrative regulations, records, and reports
- Ability to exercise sound judgment and deal tactfully with a wide range of public contacts while enforcing public health laws and regulations
- Ability to motivate and educate business and property owners and the consuming public in

- matters related to protecting and promotion public health
- Ability to present formal environmental health training programs
- Ability to develop and express ideas and opinions concisely, comprehensively, and clearly in oral and written form
- Ability to independently plan and schedule work activities and perform assignments
- Ability to apply environmental health knowledge and techniques in the investigation of environmental health problems
- Ability to coordinate work in specialized program area
- Ability to plan and implement education programs
- Ability to work with others in solving the more complex environmental problems

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS FOR:

Four-year degree with a minimum of 30 semester hours of coursework in the physical and biological sciences. Currently registered as an Environmental Health Specialist by the North Carolina State Board of Environmental Health Specialist Examiners. Two years of experience at the Environmental Health Specialist level in a health department.

NECESSARY SPECIAL QUALIFICATION/REQUIREMENTS:

Registration as an Environmental Health Specialist by the N.C. State Board of Environmental Health Specialist Examiners. Valid driver's license with driving record evaluation suitable for driving county owned vehicles.

APPLICATION PROCESS:

Visit www.caswellnc.us, select "Job Posting." Click on the specified job title to view the announcement and click "Apply" to submit an online application. Call (336) 694-4129 for questions or if unable to apply online. Applications may also be emailed to bhodes@caswellnc.us.

SELECTION PROCESS:

Selection will be by structured interview. Applications will be reviewed to select the best-qualified applicants for admission to interview.

PHYSICAL DEMANDS:

Must be able to physically perform the basic life operational support functions of standing, walking, stooping, crawling, fingering/typing, talking, sitting, bending, kneeling, climbing, grasping, hearing, handling, pushing, pulling, lifting, carrying, reaching and repetitive motions of the hands/wrists/feet.

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform extensive reading, and operate a computer terminal.

Must be able to be exposed to chemicals, contagious and/or infectious diseases, and blood borne pathogens.

May be subject to possible hazards that include emotional stress due to the nature of interactions with clients or service providers, irate clients and/or family members who may be hostile, resistant or violent.