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| logo |  | Job Description |

*RiverStone Health is an equal opportunity employer and shall upon request provide reasonable accommodations to otherwise qualified individuals with disabilities. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change. This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications which may be required of the employee assigned to the position*

**Working title:** Environmental Health Specialist

**Position #:**

**Classification title:** Registered Sanitarian

**Division:** Public Health Services and Protection Technicians, Including Health

# **Classification Code:** 19-4042 **Program:** Environmental Health Services

**Class category: UKG Project Code:**

**FLSA status:** Non-Exempt: [x]  **UKG Cost Category Code:**

**Reports to:** Program Manager III **Date revised:** March 2023

# RiverStone Health:

Serving the Yellowstone County community and south-central Montana for nearly 50 years, RiverStone Health is an essential provider of personal and public health services. **Health, Education, Leadership and Protection – HELP** is what we do.  From medical, dental and behavioral healthcare; home care and hospice; public health services like immunizations, WIC, health promotion and restaurant inspections; and educating the next generation of health professionals, our expertise spans all ages and stages of life.  Underlying principles of access, affordability, compassion and quality in all interactions, RiverStone Health improves life, health and safety for all of the communities we serve. Foremost, we are committed to the values of **Justice, Equity, Diversity and Inclusion** **(JEDI)** by cultivating an environment that protects and acknowledges the unique identities within our diverse community.

# Division and Program Overview: The Public Health Services Division implements community-wide efforts to prevent infectious diseases, improve health, prepare for public health emergencies and safeguard the food we eat and the air we breathe, make our whole community a safer and better place to live.

The Environmental Health Services Programs ensure compliance with local, state and federal health laws for restaurants and other food service establishments day care centers, group homes, hotels/motels, septic systems, swimming pools and spas, body art establishments, trailer courts, campgrounds, subdivision of land and air quality.

Job Summary:The Registered Sanitarian inspects public facilities such as restaurants, hotels, and swimming pools for compliance with Public Health Codes; prepares reports; recommends improvements to protect health and environment; and may investigate disease outbreaks, public health nuisances and emergencies.

Essential Functions/Major Duties and Responsibilities:

A. Registered Sanitarian Job Duties 95%

* Monitor standardization of inspection methods. Research, study, and recommend measures to help protect consumers and workers from environmentally hazardous work methods, processes, or materials.
* Schedule and conduct timely, accurate and efficient inspections of licensed and regulated establishments and programs (food purveying establishments, day care centers, group homes, retirement homes, trailer courts, swimming pools/spas, tattoo establishments, etc.) to evaluate their ability to operate healthfully and provide services to the public.
* Evaluate inspection findings for compliance with department, State, and Federal environmental health regulations, policies, and procedures; enters data timely, accurately and efficiently.
* Review and approve plans for food purveyor establishments, public accommodations, and on-site subsurface sewage treatment systems.
* Educate and conduct classes in principles relating to environmental health concerns and practices, including safe food handling, food borne illness prevention, and on-site subsurface sewage treatment systems.
* Review, evaluate, and approve documents, licenses, plans, and permits for compliance with local, state and federal regulations in a timely and effective manner to meet customer needs.
* Participate in the planning and implementation of various environmental health programs for the prevention and abatement of public health nuisances or hazards.
* Represent Riverstone in community groups and activities to institute control or remedial measures for hazardous or potentially hazardous conditions or equipment and develop and implement education and training programs for regulatory environmental and public health compliance.
* Investigate disease outbreaks, public health nuisances and emergencies.
* Participate in any legal actions or proceedings connected to environmental health violations when requested.
* Prepare inspection reports, correspondence, and other reports as required timely, and efficiently.
* Correspond with immediate supervisor and other designated individuals, accurately informing of concerns, work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems in a timely and efficient manner.
* Attend meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
* Respond to questions, complaints, and comments in a courteous, professional, and timely manner.
* Communicate and coordinate regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities; communications should be professional, and within established behavior standards.
* Participate in program quality improvement projects.

# Non-Essential Functions: ≥5%

# (*Functions performed either very infrequently or that could be performed by others without altering the underlying reason the job exists*)

* Perform other duties as assigned in support of RiverStone’s mission and goals.

# Education and Experience: *(List education, years of experience, certifications, licenses & registrations needed by an individual to perform the essential functions on the first day of employment or the minimum requirements that must be present at the time of hire. Do not include education or experience developed through on the job training after hire).*

Minimum Qualifications

* Requires education and experience equivalent to a bachelor’s degree in environmental health or a related field including 30 semester hours in the physical and biological health sciences including courses in chemistry, microbiology and biology from an accredited university or college.

## Preferred Qualifications:

* 2+ years of experience in the field of environmental health.

Certificates, Licenses, Registrations:

* Current registration and licensing from the Montana State Board of Sanitarians; OR be eligible to become registered and licensed from the Montana State Board of Sanitarians.
* A valid State of Montana Driver’s License in good standing, appropriate vehicle insurance, and a reliable vehicle
* Required to obtain emergency preparedness on the job training at a minimum of ICS 100, 800, and 700.

# Knowledge, Skills, and Abilities:

* Knowledge of: basic public health practices and philosophy including food and potable water safety and security; Hazard Analysis Critical Control Points (HACCP) principles, procedures and software; foodborne illness investigation procedures; methods and safety precautions for investigating, mitigating and abating hazards; methods for conducting inspections and identifying and mitigation violations according to Federal, State and local laws, codes and regulations
* Ability to: provide superior customer service; inspect facilities and operations to ensure compliance with applicable health and safety regulations; interpret, explain and enforce health and safety rules, regulations, laws and codes; recognize health safety violations and recommend solutions; work independently in the absence of supervision; establish and maintain effective working relationships with those contacted in the course of work; Identify and compile relevant information to solve a problem; maintain reasonable and predictable attendance; and work overtime as operations require.
* Skill in: preparing clear and concise reports; communicating clearly and concisely, both verbally and in writing; forming partnerships with other individuals, divisions, and organizations to enhance job performance; recordkeeping; using Microsoft Office Suites.

# Customer Service Excellence: *(Provides Customer Service Excellence to RiverStone Health’s customers, including patients, clients, family members, visitors, medical staff, and co-workers*.)

* Doing things right the first time
* Making people feel welcome
* Showing respect for each customer
* Anticipating customer needs and concerns
* Keeping customers informed
* Helping and going the extra mile
* Responding quickly
* Protecting privacy and confidentiality
* Demonstrating proper telephone etiquette
* Taking responsibility for handling complaints
* Being professional
* Taking ownership of your attitude toward Service Excellence.

# Supervision: *(List number of FTE, job titles & work units supervised.)*

* None.

# Physical Demands and Working Conditions: *(List the physical location(s), travel requirements and physical demands and conditions the employee is required to do while performing the essential functions of the job)*

1) Work is mainly performed in public facilities and community events, both indoors and outdoors. 2) Work is also performed in a shared office environment. 3) Standing, bending, sitting, lifting required. 4) Required to travel to different locations daily.

* Frequent standing, walking and sitting
* Frequent lifting up to 25 pounds
* Create and maintain a safe/secure working environment by adhering to safety, security, and health requirements. Integrates injury, illness, and loss prevention into job activities by attending any necessary training and implementing best practices.

# Freedom to Act & Decision Making: *(Depth of control, supervision received, scope of budget authority, program funding types and guidelines, and the degree of judgement, initiative, and discretion exercised when performing the essential functions of the job.)*

* Works under the supervision of the Sanitarian Lead and Environmental Health Services Program Manager III.
* Work is structured by public health regulations and established inspection methods. The position makes independent professional judgements regarding facility compliance, remedial measures, and responses.
* Decision directly affect the quality of services provided to the public.

# Communications & Networking: *(Liaison with others, type and level of communications.)*

* Involves regular contact with the public and businesses to explain, defend, and enforce public health regulations. May involve contact with upset or unreasonable individuals. Responds to citizens’ questions, complaints, and comments in a courteous, professional, and timely manner. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities

# Budget & Resource Management: *(Scope of budget authority, program funding types and guidelines, forecasting, FTE resources) Complete only if position is responsible for budget and FTE resources.*

* Manages assigned resources including the supplies, equipment and other resources (e.g., travel time) necessary to perform the work.

Your signature below identifies you have read, understand and agree to perform the essential job duties and responsibilities on this position in a manner as described in this document.

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Employee Signature Date

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Print Name

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Supervisor or HR Designee Date

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Print Name