

Job Posting: Health Agent, Town of Holbrook, MA

Position Summary

The primary function of the Health Agent is to enforce the rules, regulations, policies of the Holbrook Board of Health (BOH), provide administrative and technical duties in accordance with the policies of the Board of Health and Massachusetts Department of Public Health. The Health Agent will inspect food service establishments, conduct public health inspections, provide assistance to residents and businesses, review septic system plans, and assist in the operations of the BOH in a timely manner. Additionally, the Health Agent will abide by all municipal, state, and federal guidelines, regulations, and quality standards. They will ensure safe, courteous, and professional behavior is observed in all situations.

Job Responsibilities

- Attend required Board of Health meetings, trainings, and appointments with colleagues, vendors, and residents as required
- Oversee all administrative functions; schedule, invoices, billing, etc., direct the daily operations of the Board of Health office. Work with the Board and Chair to develop annual budget, warrants, annual report and capital acquisition documents and budget preparation
- Provide administrative, technical, and/or clinical assistance to the Public Health Nurse
- Provide necessary administrative work required for the department, as well as function as the Flu Clinic Coordinator for the BOH
- Monitor BOH soil evaluations and percolation tests, review proposed Title 5 system plans, monitor system construction, system inspection and direct homeowners on need and procedure for any mandated system repairs
- Review and approve plans for location of proposed potable and irrigation wells for regulatory compliance, receive and record portability analysis for potable wells
- Review, comment, and recommend to BOH on proposals for new and existing establishments that require BOH licenses and permits to operate food establishments, pools, septic, etc.
- Enforce and inspect to code compliance, housing standards per complaint received, public health nuisances, sale of tobacco products, nicotine use in public places, food establishments, as well as provide written documentation per task and follow up
- Perform all Food Plan Reviews, Food and Housing inspections and take appropriate actions concerning all establishments licensed by the Board, including but not limited to

day care centers, food service establishments, public and other swimming pools, tanning facilities, and facilities handling hazardous materials

- Monitor and assist food establishments to comply with local, state, and federal food safety and health standards, including personal hygiene, temperature control of potentially hazardous foods, cross contamination control, pest control, and chemical use training
- Investigate and take actions relative to complaints of violations of local and state rules and regulations, and conduct general inspections in the interest of protecting the public and environmental health
- Serves as a member of Emergency Preparedness Region 5C in preparation for public health emergencies, including potential infectious disease outbreaks due to natural or man-made causes
- Represent BOH in court matters regarding state and local sanitary codes, burial agent for MDPH disposition permits, assist Animal Control Officer in zoonotic disease events (rabies)
- Draft proposed BOH regulations per direction of the BOH
- Perform any other duty as needed to protect the public and environmental health as needed and required by state and local rules, regulations, laws, and bylaws and maintain the confidentiality of information
- Review email, voicemail and other communications; check schedule / calendar for meetings / appointments
- Keep equipment and work areas clear, clean and in a safe condition, at end of shift, secure office and equipment as required
- Serve as a liaison to the BOH with other Town boards and departments
- Performs other similar duties or related work as required, directed, or as situation dictates

Recommended Minimum Qualifications

- Bachelor of Science Degree in public health, environmental health, or other related science or health field required with appropriate experience. Master degree in public health, environmental health, or related field preferred
- Prior experience as a health inspector or health agent preferred

- Two to five (2-5) years of related experience in public health, environmental health, or related field, including combination of the following qualifications and experience:
 - Must be certified or willing/able to become certified Soil Evaluator, Septic Inspector, and Lead Paint Determinator
 - Food Safety Manager or ServSafe® Certification preferred
 - Certified Pool Operator
 - Title V System Inspector
 - Current Registered Environmental Health Specialist/Registered Sanitarian preferred or must be eligible to become and work toward REHS/RS certification
 - Must have & maintain a valid Massachusetts driver's license

Additional Requirements

- Thorough knowledge of state public health codes and regulations, environmental sanitation, and public health practice
- Working knowledge of the design, operation, and maintenance of private and commercial on-site sanitary disposal systems and the operation and maintenance of private and semi-private potable water wells
- Excellent knowledge of Microsoft Office (Word, Outlook, PowerPoint, Excel), public health reporting systems (MAVEN, MIIS)
- Ability to correctly calculate and/or interpret basic public and community health data (incidence rate, prevalence rate, causes of morbidity/mortality)
- Knowledge of the local bylaws and Massachusetts public health regulations,
- Ability to enforce and interpret regulations firmly, tactfully and impartially
- Ability to apply critical thinking to problems and issues and arrives at solutions independently, as appropriate
- Can communicate effectively in written and oral form; demonstrate excellent organizational skills
- Can establish working relationships with contractors, the general public and public officials

- Ability to establish and maintain effective and harmonious working relationships with town officials and members of the community
- Ability to detect code violations and work collaboratively with violators to correct them without resorting to legal action

Physical Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, this position frequently requires standing, walking, and sitting, use of hands to finger, handle, or feel, reaching with hands and arms; climbing or balancing, stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move up to 50 pounds. This role may be exposed to hazards associated with construction sites and potential exposure to communicable diseases and hazardous waste. Must be able to identify and distinguish color; ability to see peripherally. Must be able to judge distances and spatial relationships.

Supervision

Works under the direction of a 3-person, elected Board of Health. Holbrook Board of Health will increase to 5-member elected board in April 2022.

Working Conditions

- Some work is performed under typical office conditions with a moderate noise level; some work may be performed while working from home; some work is performed in the field, with exposure to various weather conditions, potential exposure to communicable diseases and unsanitary conditions with a loud noise level
- Operates automobile, hand tools, computer, telephone, facsimile machine, copier, calculator, and other standard office equipment, as well as various testing equipment
- Employee has frequent contact with the public, town employees, departments, commissions, state organizations, food handlers/restaurant owners, contractors, and other towns and cities. Contacts are primarily in person, by telephone and occasionally by email, zoom or written correspondence
- Employee has access to department-oriented confidential and personal information concerning citizens and local businesses.

Compensation

\$32-\$37/hr, commensurate with experience. Non-union position with salary and benefits per the Salary Administration Plan Bylaw.

Schedule

Health Agent position is scheduled for 35hrs/week, and may periodically require longer or later hours, including after-hours calls, dependent upon community need. A later shift until 7pm is required on Tuesdays.

Applicants:

Resumes must be submitted to Holbrook Board of Health, 50 N. Franklin St., Holbrook, MA 02343 via email at health_board@holbrookmassachusetts.us. Position to remain open until filled.