



Job Title: PUBLIC HEALTH COMPLIANCE OFFICER

Department /Office: Department of Health & Human Services

Reports to Whom (title): Department Director

Salary / Hourly Range: 40

Job Classification Code: 8831

Level of Background Check: 1B

FLSA Status: NON-EXEMPT; Full-time, Part-time, Temporary

Driving Required: Yes, As Required

Created : 05/08/2013

INTRODUCTION:

This position is responsible for assisting the OEHE/IHS with sanitation inspections, monitoring health deficiencies, educating the public on prevention and health awareness, editing and revising, oversee processing of food handler cards in conformance with local health regulations and Food Service Ordinance 12.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Develop, Implement and evaluate short-long term goals & objectives, in compliance with scope of work; write grants draft and submit budget, draft codes, develop policy and or changes in response to Tribal and health regulatory changes; develop and implement internal control mechanisms and measurement tools for accountability/requirements, improving and strengthening services.
2. Interacts with and maintains relationships with appropriate Tribal, Federal and State agency and organization representatives, businesses, and schools to enhance services; attends and maintains communication with staff, business, schools and villages/communities through meetings, conferences, fairs, etc. in all areas of public health awareness.
3. Assist Indian Health Service of Environmental Health and Engineering on health inspections to businesses, schools and food establishments; respond to and conduct complaint investigations; authority to prepare and issue appropriate permits based on findings; organize and maintain inspection reports; monitors follow-up actions in cases where violations were found; review compliance monitoring reports; conduct some activities including basic or follow-up food surveys, food handler training, complaints, etc., to help achieve compliance with public health laws, codes/recommendations.
4. Enforce and educate the Hopi public on existing health regulations and ordinances (e.g. solid waste, dog and cat control, communicable diseases) and develop needed regulations, action plans and ordinances related to public health; work with appropriate Tribal offices and/or to coordinate work efforts.
5. Consults with the Indian Health Services-Office of Environmental Health and Engineering regarding appropriate enforcement and compliance activities such as suspension of activities that pose threats to worker's and customer's health and safety; and recommends measures to help protect workers/customers from potentially hazardous work methods, processes, or materials in accordance with applicable Federal, State and local standards and nationally recognized best management practices.
6. Receives, prepares and issues food handler cards (new & replacements); maintains systematic record of food handler training notices, correspondence and records.
7. Develop a Tribal Animal Control Program to include Tribal Ordinance; conduct related surveys, review and draft ordinance, establish effective system for rabies vaccination registration/certificates, assist with rabies clinics, prepare education literature for community awareness.
8. Participates in the Hopi Healthy Homes collaborative providing assistance with training and information necessary to ensure homes are safe and a healthy environment exist.
9. Prepare written and verbal reports; submits to supervisor, appropriate reporting agency and or Hopi Tribal Council as required.
10. Perform other duties to achieve the scope of the work, goals & objectives and funding obligations.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, related agency personnel, Indian Health Service personnel & service, villages, businesses, schools, Tribal, Federal and State agencies and organizations. The purpose of these contacts is the exchange factual information related to planning & coordination, build relationships, provide assistance/advisement, and resolve situations by influencing or motivating others who are working toward mutual goals.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work of the incumbent is mostly sedentary and performed in a standard office environment working around office machines/equipment requiring normal safety, schools, eating establishments and in the community setting. The work may extend beyond the normal eight (8) hour schedule to attend meetings, trainings, etc. Travel on and off the reservation may sometimes be required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Associates' degree in Environmental Science, Environmental Health, Public Health or closely related field;

AND

B. Experience : Three (3) years work experience working with environmental or public health projects performing similar duties as described;

OR

C. Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of environmental health principles and practices
- Knowledge of communicable diseases
- Knowledge of strategic planning, enforcement practices and control of environmental health issues
- Knowledge on policy, code and ordinance development
- Knowledge of analysis and design of education and marketing
- Knowledge and respect of the political, cultural, tradition and socio-economic environment of the Hopi Reservation

B. Skills:

- Excellent verbal and written communication skills
- Grant writing
- Excellent human relationships skills
- Skill in preparation of training material and formal speaking
- Skill in formulating and executing, documents and reports, short-and long-range goals and objectives

C. Abilities:

- Ability to determine objectives and to plan and organize work according to objectives, priorities and deadlines
- Ability to identify problems and take corrective action
- Ability to operate basic office equipment/machines, applicable software and prioritize work projects
- Ability to lead and work with a team
- Ability to conduct research
- Ability to write grants
- Ability to work with limited or no supervision
- Ability to establish and maintain professional working relationships with Tribal, Federal and State agencies/organizations and others

NECESSARY REQUIREMENTS:

1. Must complete and pass the pre-employment screening (includes a fingerprint and background check) in accordance with Hopi Tribal Policy.
2. Possess a valid driver's license and satisfactorily complete the Hopi Tribe's Defensive Driving course.

DESIRED QUALIFICATION:

1. Speak and understand the Hopi language.

//