



TOWN OF WESTBROOK

HEALTH DEPARTMENT

866 BOSTON POST ROAD
WESTBROOK, CONNECTICUT 06498
(860) 399-3047 • Fax (860) 399-2084

HEALTH EDUCATOR/ENVIRONMENTAL HEALTH INSPECTOR

OBJECTIVES

Combines the essential functions of a Health Educator and an Environmental Health Inspector for the Westbrook Health Department. Plans, markets, organizes, and directs public health education and wellness programs. Also provides environmental health inspections as needed under direct supervision of the Director of Health.

JOB DUTIES AND RESPONSIBILITIES

Educate community about public health initiatives and the functions of a health department.

Participates in the Community Needs Assessment and Strategic Plan development and implementation. Develops goals, public health education, and wellness programs based on those results.

Coordinates activities with other town departments and participates in public health programs to maintain health standards and to eliminate potential health hazards.

Participates in various wellness committees, regional health planning activities, conferences, and other health related professional meetings.

Assist in developing and maintaining a health department website.

Seek, manage, and implement public health grants.

Assist in collection, tabulation, analysis and reporting of public health statistics for the health department.

Interacts with the Westbrook Visiting Nurses and Public Health and other agencies to provide services and promote public health awareness.

Environmental health inspections of food service establishments, public pools, daycares, and hair/nail salons.

Assist in investigating complaints of unhealthy or unsanitary conditions and enforces compliance with regulations.

Participates in ongoing professional education and training.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of governmental activities for environmental and public health initiatives.

Knowledge of the public health code and ability to explain the code to the public.

Ability to establish and maintain tactful and effective working relationships with the public, supervisors and employees.

Competent in Word, Excel, Publisher and Outlook

Ability to keep records and present clear, accurate and concise reports.

REQUIRED EQUIPMENT OPERATION

Operates a personal computer, standard office equipment, and testing equipment; drives a motor vehicle.

REQUIRED PHYSICAL EFFORT

Drives a motor vehicle. Ability to work in poor weather conditions, including heat, cold, rain or snow. Ability to lift and carry department equipment. Ability to climb to remote sites to perform inspections. Ability to walk on rough terrain. Exposure to hazardous health conditions. Some stress in public contact.

Requires the ability to operate, calibrate, tune and synchronize and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, medical equipment and/or related materials used in performing essential functions.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects with or without reasonable accommodations.

LICENSES; CERTIFICATIONS; SPECIAL REQUIREMENTS

Must have a Bachelor's Degree in Health Education, Public Health, Nursing, Sociology, Psychology, or other health related field.

Must possess and maintain a valid driver's license.

Certified Health Educations Specialist (CHES) certification preferred.

Food Establishment Inspector Certification from the State of Connecticut preferred. Must have at least passed the Food Sanitation course and be eligible for field certification.

A minimum of one year experience in a public health position. Additional qualifying graduate coursework in health education or other health related field may be substituted for the required one year experience.

May be required to obtain additional certification as needed.

SPECIAL REQUIREMENTS

Must comply with continuing education as required by state health regulations.

SALARY/BENEFITS

18 hours per week employee

Salary Range - \$22.00 - \$25.00 per hour

Commensurate with experience and qualifications.

Note: The above description is illustrative of tasks and responsibilities. It is not all-inclusive of every task or responsibility.