



**CARROLL COUNTY
GENERAL HEALTH DISTRICT**
Healthy People — Safe Communities

Registered Environmental Health Specialist or Environmental Health Specialist-In-Training Position Posting

Position Title: Registered Environmental Health Specialist or Environmental Health Specialist-In-Training

Reports To: Courtney Grossman, Director of Environmental Health

Position Status: Full-time Non-Exempt

Pay Grade Range: \$17.00-\$20.50 based on experience and certification

Essential Duties (including, but not limited to):

Environmental Health Programs: (50%)

- Writes and maintains detailed reports under general supervision, conducts inspections, and investigations of various facilities as assigned (e.g., food service program, household sewage treatment program, campgrounds, RV parks, resident camps, public swimming pools, private water systems, point of sale program, body art, rabies, nuisance complaints, vector and pest control, schools and institutions, etc.) to ensure compliance with state and local laws, rules and regulations.
- Conducts correspondence regarding inspections and environmental health matters; conducts plan review as necessary for above referenced programs.
- Implements and adheres to organizations policies and procedures; contributes to the development of program goals and objectives; contributes to the organizational strategic plan; participates in community awareness, outreach activities and events; participates in professional development opportunities; utilizes the performance management system for program and individual improvement.
- Attends staff meetings and serves on temporary committees as requested.
- Maintains required licensure and certification.
- Demonstrates regular and predictable attendance; must be able to work evenings, weekends and/or holidays as assigned; may be required to report to work outside normal working hours.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Participates in Health District disaster preparedness activities; may be required to report for work during an emergency.
- Ensures all records and reports are maintained in accordance with applicable privacy laws, grant requirements, and/or Health District policy; maintains confidentiality in accordance with Health District policy and state and federal regulations; performs any and all related duties according to policy, procedure and all applicable local, state, and federal laws and regulations.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Carroll County General

Health District (CCGHD).

Tobacco Prevention and Cessation Grant:

- Advocates for health education policy and initiatives
- Facilitates community lead coalitions around health behavior change
- Provide health education activities, sessions, presentation in the community
- Grant writing; completion of monthly program reports
- Collaborate with emergency response planning and training
- Participates in emergency preparedness activities, may be required to work during an emergency, and be accessible 24/7
- Participate in documentation and program evaluation
- Other duties as assigned by supervisor

Minimum Qualifications:

- Completion of a bachelor's degree in environmental science, biology, public health, or related field required;
- Registered Environmental Health Specialist (REHS) in the State of Ohio
OR
- Eligible to be an Environmental Health Specialist-In-Training (EHSIT); must obtain REHS licensure within 2 years of employment with CCGHD.
- Experience preferred in a food service program or in household sewage treatment systems.
- The successful candidate will need to be highly detail oriented, organized, and dependable with demonstrated proficiency in computer, communication, and multi-tasking skills.
- Valid Ohio Driver's License, proof of insurance, and access to reliable transportation required.
- Non-Tobacco user.

Please forward your letter of interest and resume to Courtney Grossman- cgrossman@carroll-lhd.org, Director of Environmental Health no later than September 15, 2021.

Carroll County General Health District is an Equal Opportunity Employer and Equal Opportunity Provider.

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