JOE DESCRIPTION

POSITION: Environmental Health Specialist

LOCATION: Red Cliff Environmental Department

SALARY: $21.00-$23.00/hour, depending upon qualifications, plus benefits

SUPERVISOR: Environmental Director and TNR Administrator

THIS IS A REGULAR FULL-TIME EXEMPT POSITION

DUTIES AND RESPONSIBILITIES:

1. Must complete yearly PHEP work plan objectives outlined in Local Public Health Preparedness Contract.
2. Conduct annual environmental health surveys of Tribal-owned and private institutional facilities (i.e., Head Start/Daycare, Gaming Facilities, Food Services, Substance Abuse Treatment Facilities, Food Warehouse, Community Water/Wastewater system, etc.).
3. Develop environmental health code and ordinance.
4. Monitors community water fluoridation program in coordination with the Red Cliff Wastewater Treatment Plant.
5. Assists on solid waste management activities.
6. Provides technical assistance on pest control issues.
7. Conducts investigations and produces reports of private residences and tribal housing for environmental health and safety problems.
8. Provides training on various environmental health topics to tribal programs.
9. Provide training to tribal food service staff (ServSafe Managers program, Food Handlers certification).
10. Assist in hosting annual tribal animal Rabies Clinic.
11. Serve as Environmental Health contact for the PAC review board.

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14. Monitors tribe-wide occupational exposures to hazardous materials.

15. Serves as Tribal Public Health Emergency Planning Contact to assist in the planning, coordination, and execution of activities outlined in the Public Health Emergency preparedness grant and responses to all hazards located within the Red Cliff reservation.
16. Work closely with Public Health Nurse to rapidly detect an infectious disease outbreak and any public health threat or emergency.
17. Assists in establishing procedures for a comprehensive response plan to address surge capacity, delivery of mass prophylaxis, and immunizations. Identification of specific epidemiologic investigation standards and response needs.
18. Participates as member of Bayfield County Local Emergency Planning Committee.
19. Attend staff and other meetings, in-services, and other events as directed by supervisor.
20. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE:
1. Personal abilities and maturity to function in a fast-paced environment.
2. Demonstrates good public relations and customer service skills.
3. Proven ability to work as a team member.
4. Ability to read, analyze and interpret technical procedures and governmental regulations.
5. Ability to write reports, correspondence, and procedure manuals.
6. Ability to effectively present information and respond to questions from groups.

QUALIFICATIONS:
1. Bachelor of Science Degree in Environmental Health or related field, plus 3 years of experience in the performance of environmental health or related activities required.
2. Master’s degree (e.g., MPH, MSPH, MS or equivalent masters’ degree in related field), preferred and may be substituted for equivalent experience.
3. Professional registration (R.S. or R.E.H.S) with the National Environmental Health Association (NEHA)
4. Must have a valid driver’s licenses, vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Be eligible to be put on the tribe’s vehicle insurance policy.
5. Current CPR certification or must become certified within 90 day of hire.

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PERSONAL CONTACTS: Daily contact with clients, visitors, vendors, Tribal and Health Center Administration, and other Tribal program staff.

WORK ENVIRONMENT: Red Cliff Environmental Department; office and Tribal-owned and private institutional facilities. Exposure to hazards of the environmental health industry. Work setting must be maintained as a clean, nonsmoking, well-ventilated area in compliance with all applicable safety regulations.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed on overhead storage. Weights to be carried are usually less than 50 pounds.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally. May be asked to perform visits to patient homes.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer’s discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required; cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: March 1, 2022
DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:
Red Cliff Band of Lake Superior Chippewa
Human Resources Department
88455 Pike Road

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The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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