

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-20-76

Closing Date: Open until filled



POSITION TITLE: Environmental Health Technician I

DEPARTMENT: Environmental Health

Position Summary:

Under general supervision of the Environmental Health Manager, assists in implementing a comprehensive environmental health program for the nine chapters serviced by the Department of Environmental Health Services. Assists to identify, assess, treat and correct environmental problems. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Performs daily work assignments as assigned.
- Performs technical work requiring a practical knowledge of basic environmental concepts, regulations, methods, and techniques.
- Obtains and maintains Food Handler training (FHT) certification for the service population of Winslow Indian Health Care (WIHCC).
- Coordinates Food Handler Training (FHT) routinely, seeking available resources entailing basic food handlers' curriculum in line with proper authorities to develop public presentation skills for education and certification.
- Familiarize with the Indian Health Service web site Food Handler Training program, instructs clients on how to access the site including the use of taking the exam, printing the results for certification and addressing clients need for remediation of failed FHT exams and helps to prepare the client for retesting.
- Coordinates Food Handler's trainings weekly at WIHCC site and once a month at Leupp and Dilkon locations.
- Coordinates walk-in FHT requests and schedules accordingly.
- Maintains Food Handler's card log.
- Maintains conference room schedule for FHT and assures distribution of this information for WIHCC service population on a quarterly schedule.
- Maintains advertising services through flyers, announcements, and WIHCC web-site.
- Prepares information brochures and related handouts on training locations, dates, times, and other pertinent information and distributes at Chapter houses and clinic locations for public awareness.
- Obtains and maintains certification for Safe Kids Worldwide Safety campaign as nationally certified Child Passenger Safety Technicians (CPST) and will provide training for users of child passenger seats including proper installation into the vehicle.
- Coordinates and conducts child car seat trainings and car seat distribution based on appointments and/or scheduled events at WIHCC site including Leupp and Dilkon locations, in accordance with the Safe Kids Worldwide safety campaign.
- Establishes contact with Little Colorado Medical Center point of contact for maintaining newborn CPS carrier inventories and priority is to conduct CPS trainings in advance of infant delivery to assure proper and safety with infant discharge from facility in accordance with current department policy and procedure.
- Becomes familiar of available resources including industry standards & protocols.
- Maintains chain of command in reporting findings of concern either through investigations or as reported.
- Evaluates community water supplies, wastewater treatment facilities, and solid waste disposal facilities according to regulatory standards of the Navajo Nation Environmental Health, and other relevant authority.
- Conducts environmental evaluations of chapter houses and other public facilities as above.
- Participates in infectious disease surveillance activities by collecting samples and transporting to laboratory services per protocol. Monitors suspicious rodent colonies/populations or ecosystems.
- Completes reports in established industry format and compiles information for surveillance or tracking as necessary.
- Adheres to recognized standards and protocols and if findings are outside of responsibility, forwards to higher level of responsibility as indicated and documents accordingly.

- Adheres to basic Environmental Health principles and maintains awareness of current trends affecting community health.
- Collects data for reporting purposes in compliance with regulations.
- Maintains and records all data in a timely manner.
- Investigates environmental health complaints in a timely manner.
- Provides health education to staff and communities.
- Performs inspections according to protocol.
- Adheres to standards of the Environmental Health industry as defined by the Navajo Nation-Department of Health, Navajo County and State of Arizona.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

High School diploma required. Associate degree in a field such as applied science, biological science, or public health is preferred. Common courses in a two-year Associate's program that include environmental science, public health, qualitative methods, biochemistry, social determinants of health and data analysis is required. Minimum of 30 college credit hours of Life Science courses including but not limited to Zoology, or Biology. Must be eligible to test for a Registered Sanitarian credential within one to three years of hire. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge of understanding of laboratory, technical and field equipment.
- Knowledge of basic concepts, principles, methods, and techniques of environmental health, and an understanding of how epidemiological investigations are developed and conducted.
- Knowledge of relevant equipment, policies, procedures, and strategies.
- Knowledge of fundamentals of disease control through sanitation and purification.
- Knowledge of recordkeeping and report preparation practices and techniques, standard office practices, including filing and operation of standard office equipment.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Knowledge of Injury Prevention principles.
- Knowledge of biological sciences sufficient to understand the basic concepts, principles, methods, and techniques of environmental health and injury prevention.
- Ability to maintain the confidentiality of sensitive and confidential information obtained through the course of completing assignments (e.g., and personnel related issues, projects).
- Skills in analytical thinking to analyze data.
- Ability to follow written and verbal directions and complete assigned tasks on schedule.
- Ability to have a basic understanding of food sanitation and vector control as well as basic knowledge of the principles, methods and techniques of general environmental health is a must.
- Ability to work with Tribal, Federal, State and local agencies and organizations.
- Ability to learn from direction, observations, and lesson learned and apply procedures using good judgement.
- Ability to work independently or as part of a team, and interact appropriately with others.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.

- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.
- Ability to access and document via web-based Webinars System.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.