



## THE CORPORATION OF NORFOLK COUNTY – JOB POSTING # CUPE 66.20

### REPOST

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**Position:** Public Health Inspector (1 position)

**Status:** Temporary Full-Time (date of hire until approximately June 30, 2022)

**Employee Group:** CUPE Local 4700

**Salary:** \$46.08 per hour, less \$1 for first six months

**Division:** Health and Social Services

**Department:** Public Health

**Reports To:** Program Manager, COVID Response

**Location:** 12 Gilbertson Drive, Simcoe

**Posting Period:** January 29, 2021 – until position is filled

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#### How to Apply:

Follow the link below for the application process:

<https://apply.workable.com/j/BEA45F406B>

#### Scope of Position:

This position is to support all aspects of the COVID-19 teams related tasks and to ensure that the requirements of the Health Protection and Promotion Act and all associated legislation are met by providing quality programs and services.

Carry out duties and responsibilities as required by the Health Unit including, but not limited to, those outlined in the Ontario Public Health Standards and its Protocols there under stipulated by MOHLTC (Ministry of Health and Long Term Care) and mandated under the Health Protection and Promotion Act. These Health Standards are identified in various Acts and Regulations including, but not limited to, the Health Protection and Promotion Act, Safe Drinking Water Act and Mandatory Blood Testing Act.

#### Knowledge and Education:

- University graduate (*Honours Bachelor of Applied Science - Environmental Health (Public Health Option)*), or equivalent.



- Over six months, up to and including one year experience to be familiar with scope of position, or equivalent previous experience (practicum included).
- Certified Public Health Inspector (Canada) designation (CPHI(C)).

**Skills and Abilities:**

- Excellent verbal and written communication skills
- Excellent time management and organizational skills
- Able to conduct risk assessments/analysis and participate in collaborative problem solving.
- Excellent skills in conflict resolution and public relations
- Able to work independently and in a team setting
- Operate various measuring instruments and testing equipment.
- Valid Ontario driver's license and access to a reliable vehicle
- Computer expertise in corporate standard software (Microsoft Office) and department specific software to data search and entry and to create and modify word processed documents
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act

**Duties and Responsibilities:**

- Effectively communicate public health information and enforcement requirements both verbally and written.
- Act as educators in the dissemination of information and the instruction of individuals by facilitating seminars, presentations and training courses on public health matters, such as rabies, food safety, water quality, health hazards, vector-borne diseases, infectious diseases and infection control.
- Assist in the creation of public health promotional materials and campaigns.
- Inspect and ensure compliance with applicable regulations for "fixed premises" as required by the Ontario Public Health Standards and Protocols. Premises include, but are not limited to, Small Drinking Water Systems, public pools, food premises, recreational campgrounds, group homes, seasonal farm worker accommodation, lodging/boarding homes, ice arenas and schools, institutions and personal service settings. The inspection process shall be done using risk assessment, risk

abatement, and risk communication to mitigate, reduce or eliminate health hazard(s).

- Investigate and enforce applicable regulations for health hazards involving, but not limited to, infectious diseases, air quality, housing, malfunctioning sewage systems, food poisoning, rabies, occupational and environmental health. The investigation process shall be done using risk assessment, risk abatement, and risk communication to mitigate, reduce or eliminate health hazard(s).
- Act as a representative of the Health Unit, abide by all internal policies and procedures, as well as Norfolk County policies and procedures. Employees shall act professionally, respecting all colleagues and clients. Employee must have the ability to work as an individual as well as a team member.
- Collect water, food and environmental samples for bacteriological and chemical analysis, interpret the results and initiate corrective action and follow-up.
- Collect record and analyze data in applicable record systems and reports. Interpretation and application of data required where applicable.
- Participate in the needle exchange harm reduction program.
- Function as a Provincial Offences Officer under applicable legislation. Notes and reports shall be recorded in legal format. Enforcement actions may include, but are not limited to, collecting evidence, legal record keeping, issuing orders, provincial offence notices, summons and/or citations where necessary, developing crown brief(s) and court appearance(s).
- Effectively and efficiently manage the provided workload in order to complete all required tasks. Daily time management requires prioritization of workload using risk assessment and organizational skills.
- Perform all administrative duties as required to fulfill necessary workplace processes (e.g. data entry and report production using various computer systems/programs including but not limited to iPHIS and Hedgehog).
- Assist with the development or updating of, policies/procedures relating to delivery of service by compiling information, drafting same for review/comment, revision/approval/implementation by Program Manager.
- Undertake other duties and projects as assigned. Please note, under certain circumstances, job duties may be adjusted (e.g. emergency response, pandemic).
- Participate in the 24/7 On-Call rotation schedule, responding to calls for service after hours, and on weekends and on holidays, when scheduled.

- Contribute to the identification and prioritization of areas for improvement within the six dimensions of quality (safe, effective, efficient, timely, person-centered and equitable).
- Engage with colleagues in a systematic approach to quality improvement, including the definition of the purpose and scope; development, testing and implementation of change ideas; and measurement of reach and impact.

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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.