TOWN OF RAYMOND JOB DESCRIPTION HEALTH OFFICER

Job Title:Local Health OfficerDepartment:AdministrationReports To:Town Manager & Board of SelectmanPosition Type:Per-diem/Volunteer

Classification: Non-Exempt Other: Supervisory: No

<u>GENERAL SUMMARY</u>: Maine's Local Health Officers (LHO's) have a long and proud tradition of serving Maine's local communities, with a role established in 1885 by Maine Statute,

Title 22 M.R.S.A. §451. LHO's are appointed by their municipality and serve locally; they also have an important role in the coordination of state and local public health. While this role is administrative in nature, the LHO does have a unique opportunity to respond and assist when a resident faces a local public health challenge. LHO's coordinate with municipal colleagues and officials, Maine CDC, community and state public health partners, and other public health officials with the common goal of protecting, improving, and caring for the health of the community,

ESSENTIAL JOB FUNCTIONS:

- Keep a record of all the proceedings, transactions, ordinances, orders and rules acted upon by the local health officer within jurisdictional limits.
- Reporting of facts on communicable disease control, environmental health, nuisance control, and other community health statuses to Town Manager, Selectboard, Maine DHHS, Maine CDC, and other public health organizations.
- Serve as a liaison to Town officials, staff, public health agencies, and residents during a declared public health emergency.
- Receive and respond to health complaints regarding issues and conditions that could pose a public health threat.
- Inspect and examine (with owner, occupant, agent consent) any place or premises where filth or conditions posing a public health threat are known or believed to exist.
- Working with Town officials on suppressing and/or removing nuisances and conditions suspected or found of posing a public health threat.
- Act as a resource for connecting residents with public health services.
- Enforce public health safety laws which may include but not limited to, exclusion of students from school, control of brown tail moths, removal of a private nuisance, removal of deceased animals, prohibited dumping, and the establishment of temporary health care facilities.
- Provide an annual report to Town officials of all complaints received and actions taken in the LHO capacity

KNOWLEDGE/SKILLS

- Familiarity with public health agencies and authorities
- Understanding of health terminology and public health infrastructure components
- Excellent written and verbal communication skills
- Knowledge of how to address common situations faced by LHO's.
- Commitment to protect the confidentiality of Raymond citizens.

ABILITY TO:

- Exercise discretion, tact, and diplomacy at all times
- Understand Maine Statues related to LHO appointment
- Navigate State of Maine online resources and directories for LHO's
- Follow CDC guidelines during a public health crisis or emergency
- Learn about emerging health issues that may affect the local community

- Establish and maintain effective working relationships with town officials, staff, agencies, and the public
- Attend any required or recommended courses or training (training required every 3 years)
- Organize work and establish priorities
- Manage job related stress

MINIMUM REQUIREMENTS

Experience and Education/Training:

- High school diploma, or equivalent
- Must be qualified by education, training and experience in the field of public health, or a combination as determined by standards established by Chapter 294: "Rules Governing Qualifications of Local Health Officers" of DHHS, Maine CDC.

Licenses/Certificates

- LHO Core Online Training and Certification (Must be completed every 3 years)
- Maintain a Valid Class C driver's license

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- Operation of standard office equipment and keyboards
- Working at a computer
- Interacting with citizens and public officials
- Walking short distances
- Driving a vehicle
- Wearing a face mask and other PPE as needed
- Possible exposure to offensive odors or unsanitary conditions
- Working indoors and outdoors

The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Employee Signature:

Date: