

**NORTHERN CHEYENNE TRIBAL
HEALTH PROGRAMS
JOB ANNOUNCEMENT**

POSITION: Sanitarian Technician

SALARY: \$16.50-\$18.00

DEPARTMENT: Tribal Health Administration

SALARY/GRADE: Nonexempt Status

ACCOUNTABLE TO: Sanitarian

OPENING DATE: 3/11/2020

CLOSING DATE: 3/18/2020

How to Apply:

1. Submit a completed Northern Cheyenne Tribe Application
2. Up to date RESUME'
3. **Three (3) current** (within 1 year) **letters of recommendations**
4. Tribal certification (if claiming Indian preference)
5. DD214 (if claiming Veteran's preference)
6. A valid current Montana State Driver's License
7. Must be insurable.
8. Copies of credentials or certified copy of transcripts with confirm date and/or copy diploma.

**Send or deliver to: Northern Cheyenne Tribe, attention:
Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043
ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

SUMMARY OF WORK: The Environmental Health Technician will regularly maintain contact with local programs and agencies for the purpose of exchanging information, providing training, coordinating the delivery of technical environmental health consultative services, rendering technical advice and/or discussion program emphasis, priorities, needs, etc., disseminating environmental health information and receiving data.

JOB CHARACTERISTICS:

Nature of Work: This position performs duties that can be complex i.e. of inspecting, monitoring, investigating and enforcement of regulations. It requires occasional night or weekend duty. It protects the well-being of the public in avoiding serious health risks. Sound judgment is required in order to be effective in regulatory functions.

Personal Contacts:

Daily contact with public is sometimes required.

Duties can and shall be coordinated with the supervisor, programs, departments, agencies and tribal officials.

Shall provide education, inspections, assessments, monitoring, addressing complaints, conduct inquiries, respond to and do referrals to appropriate agencies and handle written correspondence.

Supervision Received: Receives daily supervision and direction from Sanitarian.

Essential Functions:

This position requires the ability to enter and exit a variety of establishments for inspections.

Must have good communication skills both oral and written; follow both verbal and written instructions.

Must be able to understand complex regulations and demonstrate good judgment and decision making.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE CHILDREN'S ENVIRONMENT:

Environmental Health issues associated with children are present in School, Head Start, and Daycare facilities on Tribal lands, and present an ever-increasing set of complex challenges to be addressed. A few examples of environmental health related issues of concern are: 1) indoor air quality (IAQ); 2) lead exposure and 3) infectious disease exposure.

FOOD SAFETY:

Foodborne related health issues will be addressed through monitoring, surveillance, investigation, health education, partnerships, develop and enforce health codes. Main focus is to prevent and control foodborne illnesses throughout reservation.

HEALTHY HOMES:

Growing focus on the home as a site of multiple disease and injury risks is placing additional burdens on the environmental health program. Some of the identified environmental health risks in the home are as follows: 1) lead exposure; 2) asbestos exposure; 3) disease vectors; 4) injuries (e.g. fires, acute chemical exposures, slips/trips/falls); 5) chronic chemical exposures (e.g. household chemicals, illicit drug manufacturing); 6) asthma triggers (e.g. mold, second hand cigarette smoke, cockroaches, dust mites); 7) overcrowding; 8) foodborne illnesses; 9) water-washed diseases (e.g. skin infections, upper respiratory illnesses); 10) inadequate sewage disposal, and; 11) inadequate drinking water.

VECTORBORNE AND COMMUNICABLE DISEASE:

Given continued concern and an ever-increasing disease burden regarding diseases transmitted via humans, insects, or animals the issue of vector borne and communicable disease remains a priority. Program priorities are to prevent illness, reduce risk factors, and increase the knowledge and awareness to our population regarding vector borne and communicable diseases.

SAFE DRINKING WATER:

A major component of this program is Safe Drinking Water and prevention. Activities associated with safe drinking water include conducting inspections of sanitation facilities on a regular basis, investigation of suspected waterborne illnesses, provision of homeowner and operator training, and identification and inclusion of deficiencies of Tribally-owned community and non-community water supplies in the IHS national Sanitation Deficiency System (SDS).

OTHER AREAS OF FOCUS ARE:

- 1) Northern Cheyenne reservations' current list of establishments that need an institutional or food survey completed for standard daily operations. (This includes Head Start, BIA Correction facilities, schools, food programs, solid waste transfer station, etc.)
- 2) Will conduct inspections/surveys of all reservation, institutional (schools...etc.) and commercial food establishments/services when requested or scheduled, including tribal celebrations where intermittent food vendors are sold to the public.
- 3) Tribal celebrations will be surveyed through-out the year. Includes intermittent food vendors, sanitation facilities, and water supply.
- 4) Collecting samples for lab analysis in accordance with established/written policy.
- 5) Will instruct homeowners on how to disinfect private residential wells when requested
- 6) Will explain insect, rodent and vector control when necessary or requested.
- 7) Will investigate animal-bite(s) reports submitted to the clinic.
- 8) Will provide and/or make available training and information on proper food handling procedures; also provide a written report of inspection.
- 9) Will carry out other duties in Environmental Health Program as assigned.

JOB REQUIREMENTS

Knowledge: This position requires a basic knowledge of the theories, principles and practices of environmental sanitation, safety, injury prevention and vector control. The knowledge in use of computers and report preparation is needed. Must be familiar with setting goals, establishing work objectives and implementing various activities.

Abilities/Skills: This position requires skills in inspecting, monitoring and sampling; abilities in planning, implementing objectives and evaluating; the ability to recognize and investigate sanitation/health problems, use good judgment in interpreting and implementing rules/regulations and be self-motivated; communicate effectively in writing and orally; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors and the public.

EDUCATION AND EXPERIENCE

- 1) The above knowledge, skills and abilities are typically acquired through a combination of education and experience- equivalent to.
- 2) Environmental health technicians need to have solid math and science skills for this position.
- 3) A.A. Degree (in general studies and/or in a related field) or high school diploma.

JOB PERFORMANCE STANDARDS:

- 1) Examples of job performance and its criteria include but are not limited to the following: Performs and implements duties as assigned e.g. environmental health projects and inherent functions in a timely manner.
- 2) Be responsive to supervisors' recommendations and direction.
- 3) Progressively understand federal and tribal legislation and regulations.
- 4) Be a resource person for community members (general public) and tribal officials. Investigate complaints and report back to supervisor in a timely manner.
- 5) Effectively determine health deficiencies and assess the need for any follow-up by offering technical advice/information, training or enforcement action when needed.
- 6) Have the ability to make competent decisions.
- 7) Must maintain confidentiality of sensitive information at all times.
- 8) Prepare and submit accurate and timely reports to immediate supervisor on all activities, projects and assignments.
- 9) Must be respectful and maintain tact in dealing with the public.
- 10) Establish and maintain a good working relationship with fellow employees, supervisor and public.
- 11) Demonstrate punctuality and observe work hours.

SKILLS:

- Ability to independently work and with minimum or without immediate supervision.
- Must know how to read, comprehend and explain important environmental health regulations and policies.
- Must be able to safety drive in various existing conditions.
- Be able to learn and use proper sampling equipment.
- Must keep and maintain all accurate records of investigations.
- Must know how to communicate effectively with people from all levels.
- Be able to courteously interact with the public.
- Must know how to use any type of computer equipment and other peripheral devices.