



Central Michigan District Health Department

Promoting Healthy Families, Healthy Communities



Jennifer Morse, MD, MPH, FAAFP
Medical Director

Steve Hall, RS, MS
Health Officer

Main Office
2012 E. Preston Ave.
Mt. Pleasant, MI 48858
Administration 989-773-5921
FAX: 989-773-4319

Branch Offices:

Arenac County
4489 West M-61
Suite 3
Standish, MI 48658
989-846-6541
FAX: 989-846-0431

Clare County
815 N. Clare Ave.
Suite B
Harrison, MI 48625
989-539-6731
FAX: 989-539-4449

Gladwin County
103 N. Bowery
Gladwin, MI 48624
989-426-9431
FAX: 989-426-6952

Isabella County
2012 E. Preston Ave.
Mt. Pleasant, MI 48858
989-773-5921
FAX: 989-773-4319

Osceola County
22054 Professional Dr.
Suite D
Reed City, MI 49677
231-832-5532
FAX: 231-832-1020

Marion Human Services
107 E. Main St.
P.O. Box 39
Marion, MI 49665
231-743-9877
FAX: 231-743-2140

Roscommon County
200 Grand Ave.
Suite A
Prudenville, MI 48651
989-366-9166
FAX: 989-366-8921

Environmental Health Director Posting

• General Information

- Job Title: Environmental Health Director
- Location: 2012 East Preston, Mt. Pleasant, MI 48858
- Base Pay: \$46.73 - \$58.41 per hour
- Employee Type: Exempt
- Job Category: District Wide
- Minimum Experience: 3 years
- Required Degree: Bachelor's degree

Description

The Central Michigan District Health Department (CMDHD) is seeking an experienced Environmental Health Director to lead our environmental health programs. This full-time (1.0) position is responsible for overseeing the planning, development, implementation, and evaluation of the environmental health services program to protect and promote community health. The ideal candidate will be an innovative leader with a strong background in public health and environmental health principles. Bachelor's degree in environmental health, science, engineering or other related field and current REHS or Michigan RS certification required. Master's degree in a field of science, public health, or public administration, or other related field preferred. In-depth knowledge and professional certification necessary to complete more complex evaluations and reviews. Priority consideration will be given to candidates with at least three (3) years of progressively responsible experience in public health, leadership, and/or management. Ideal candidate will have experience and passion for problem solving, verbal and written communication, management skills, including program evaluation, budgeting, use of progressive discipline, and policy and procedure development. This full-time position offers full benefits, including health/life/dental insurances, 20 vacation and 12 sick days with an additional 3 ½ paid days of personal time per year, 12 paid holidays, MERS defined contribution retirement plan with up to 10% employer contribution, and flexible scheduling are included.

General Summary:

The Department Director position is a senior level leadership position. This position requires strong leadership skills, communication skills, ability to

Please visit us at our website www.cmdhd.org

plan and evaluate programs, ability to exercise independent judgment, ability to develop and monitor programming budgetary requirements, and to facilitate leadership skills in others. This position entails supervision of a wide variety of public health programs and employees and requires an individual who is highly committed to public health and has the vision to move the agency forward. In addition, the Department Director will be highly engaged in developing, implementing and facilitating various agency wide plans and goals, such as the strategic plan, health improvement plan and workforce development plan. This leadership position requires the ability to work well under pressure and respond to internal and external community needs.

Essential Duties:

1. Directs the operations of the Environmental Health Department.
2. Advanced knowledge and ability to oversee, organize, plan and evaluate assigned programs at a level normally acquired through five to seven years of progressively more responsible, related experience. Supervisory experience preferred.
3. Analytical abilities necessary to evaluate and monitor department results and program compliance, and devise appropriate plans and strategies to achieve desired outcomes for individual, population and community health.
4. Ability to plan and organize own work, oversee and direct the work of others, and identify and resolve complex operational, personnel, or service delivery problems.
5. Cultural sensitivity and ability to work with diverse communities and families.
6. Communication and writing skills necessary to provide guidance and instruction to staff, and collaborate with internal and external contacts in developing and implementing program plans, policies, and procedures.
7. Interviewing and selecting environmental health staff. Supervisory responsibilities including training and orientation of new employees. Assign, review and direct work to environmental health staff. Provide guidance and interpretation of laws, codes and ordinances. Evaluates staff performance, initiates disciplinary actions and responds to grievances as they relate to the employees of the Environmental Health Department.

8. Conducts field investigations on complex or unusual situations to determine compliance with laws, codes and ordinances. Participates in field activities as needed.
9. Arranges informal office hearings concerning license status, prepares legal orders for suspensions of licenses upon determination of an imminent hazard to the public health of such situations. Represents the department in formal hearings for license revocations.
10. Participates in the Community Needs Assessment and Strategic Plan development and implementation. Develops goals and programs based on those results.
11. Participates in community projects and delivers environmental health education.
12. Participates in various committees, conferences, professional meetings and public hearings.
13. Collaborates with local, state and federal agencies in providing assistance and guidance when needed.
14. Oversees the management of environmental health data. Provides monthly reports to the Board of Health and quarterly reports to the appropriate state agencies.
15. Drafts policies, code revisions and desired legislation reports as need to accomplish goals.
16. Other duties as assigned.

Other Duties & Responsibilities:

1. Performs other duties and responsibilities as necessary or in response to emergencies, workload, or staffing shortages. Works flexible hours as needed.
2. Participates in Agency's Emergency Preparedness Incident Command System (ICS) as assigned.
3. Maintains up-to-date vaccines including flu (influenza,) in accordance with CDC guidelines: *Recommended Vaccines for Healthcare Workers, in which you allow CMDHD to access your current immunization status based on Michigan Improvement Care Registry (MCIR).*

4. Completion of National Incident Management System/Incident Command System online and face-to-face training courses based on current Public Health Emergency Preparedness requirements.

Minimum Qualifications:

1. Bachelor's degree in environmental health, science, engineering or other related field required.
2. Current REHS or Michigan RS certification required.
3. Master's Degree in a field of science, public health, or public administration, or related field preferred.
4. Three years of progressively responsible experience in environmental health, leadership, and/or management preferred.
5. Reliable transportation with a valid Michigan driver's license and certificate of insurance to travel to other locations for work, training, or meetings required.

Core Competencies:

Professional Public Health Core Competencies required:

Domain 1: Data Analytics and Assessment Skills

- 1.1. Describe factors that affect the health of a community.
- 1.2. Accesses existing quantitative and qualitative data.
- 1.3. Collects quantitative and qualitative data.
- 1.4. Analyzes quantitative and qualitative data.
- 1.5. Manages quantitative and qualitative data
- 1.6. Uses quantitative and qualitative data
- 1.7. Applies public health informatics in using data, information, and knowledge
- 1.8. Assesses community health status

Domain 2: Policy Development and Program Planning Skills

- 2.1. Develops policies, programs, and services
- 2.2. Implements policies, program, and services.
- 2.3. Evaluates policies, programs, services, and organizational performance
- 2.4. Improves policies, programs, services, and organizational performance.

- 2.5. Influences policies, programs, and services external to the organization.
- 2.6. Engages in organizational strategic planning.

Domain 3: Communication Skills

- 3.1. Determines communication strategies.
- 3.2. Communicates with internal and external audiences.
- 3.3. Responds to information, misinformation, and disinformation.
- 3.4. Facilitates communication among individuals, groups, and organizations.

Domain 4: Health Equity Skills

- 4.1. Applies principles of ethics, diversity, equity, and justice.
- 4.2. Engages in continuous self-reflection about one's biases.
- 4.3. Recognizes the diversity of individuals and populations.
- 4.4. Reduces systemic and structural barriers that perpetuate health inequities.
- 4.5. Implements organizational policies, programs, and services to achieve health equity and social and environmental justice.
- 4.6. Contributes to achieving and sustaining a diverse and competent public health workforce.
- 4.7. Advocates for health equity and social and environmental justice.

Domain 5: Community Partnership Skills

- 5.1. Describes conditions, systems, and policies affecting community health and resilience.
- 5.2. Establishes relationships to improve community health and resilience.
- 5.3. Maintains relationships that improve community health and resilience.
- 5.4. Collaborates with community members and organizations.
- 5.5. Shares power and ownership with community members and others.

Domain 6: Public Health Sciences Skills

- 6.1. Describes systems, policies, and events impacting public health.
- 6.2. Applies public health sciences in delivering the 10 Essential Public Health Services.
- 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, program, and services.
- 6.4. Contributes to the evidence base for improving health.

Domain 7: Management and Finance Skills

- 7.1. Describes factors that affect the health of an organization.
- 7.4. Engages in professional development.

- 7.7. Implements organizational policies, programs, and services to achieve diversity, equity, and justice.
- 7.9. Engages in contingency planning.
- 7.10. Applies critical thinking in decision making.
- 7.11. Engages individuals and teams to achieve program and organizational goals.
- 7.12. Facilitates collaboration among individuals, groups, and organizations.
- 7.13. Engages in performance management.

Domain 8: Leadership and Systems Thinking Skills

- 8.1. Creates opportunities to achieve cross-sector alignment.
- 8.2. Implements a vision for a healthy community.
- 8.3. Addresses facilitators and barriers impacting delivery of the 10 Essential Public Health Services.
- 8.4. Creates opportunities for creativity and innovation.
- 8.5. Responds to emerging needs.
- 8.6. Manages organizational change.
- 8.8. Advocates for public health.

Demonstrates Core Values: integrity, positive attitude, communications, customer service, responsibility, and accountability.

Environment & Effort:

1. General working conditions
2. Exposure to hazards, adverse conditions
3. Exposure Control – Category B. At lower risk for occupational percutaneous or mucosal exposure to blood or body fluids. Per OSHA's Bloodborne Pathogens standard requirements, CMDHD protects the employee by an established exposure control plan which includes but is not limited to use of universal precautions, engineering controls, work practice controls, personal protective equipment, and worker training.
4. Mental, visual, physical effort
5. Some exposure to adverse weather conditions when traveling to other locations.
6. Physical effort necessary to move about the office, clinic, and/or home environments; lean and bend to administer treatments or do close inspections; and occasionally lift or move objects weighing up to 40 pounds.

7. Visual effort regularly required in reading and reviewing records and reports; close inspections or examination; preparing and analyzing data; viewing computer screens.
8. Mental effort and strain from continual review and analysis of data and information, multitasking, and pressure of ensuring high degree of accuracy under tight deadlines or time constraints.

Interested candidates apply to:

<https://secure.entertimeonline.com/ta/Central-Michigan.careers?ApplyToJob=419803265>