

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

POSITION AVAILABLE

Position: Registered Environmental Health Specialist (REHS) Program Manager – Food Safety Program

Reports to: REHS Supervisor

Position to be filled: July 1, 2024

Starting Salary: \$56,127 annually

Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.

Vaccine Policy: Effective November 1, 2021, all new hires will need to meet COVID and Influenza vaccine requirements or request an exemption as outlined in the CCBH Vaccination Policy.

Minimum Requirements:

- Bachelor's degree with science-related coursework (i.e., biology, chemistry, geology, and/or environmental health).
- Minimum of three years of experience as EHSIT/REHS. OR one year of experience (with a Master's degree).
- Valid State of Ohio REHS registration in accordance with Chapter 4736 of the Ohio Revised Code. Based on programmatic responsibilities, additional licensures (i.e., Ohio Pesticide Applicator's license, pool CPO certification, lead risk assessor, lead abatement contractor, ServeSafe instructor, etc.) may be required to be secured within 90 days of employment.
- Valid State of Ohio driver's license and insurance at the time of appointment.
- Strong customer service, verbal and written communication skills, and effective presentation skills. Good interpersonal relationship skills including cultural sensitivity & competence.
- Proficiency with the use of PC hardware and basic software (i.e., Microsoft Office), email, and use of other basic office equipment. Strong proficiency with Microsoft Excel.
- Ability to serve as a member of a team and act in the role of team leader.
- Proficiency with the use of databases for data querying and reporting.
- Demonstrated knowledge of applicable local, state, and federal regulations and the legislative process.
- Proficiency with scientific sampling and data analysis.
- Mathematical aptitude necessary to assist in the development of program budgets and monitoring of revenue/expenditures.
- Demonstrated knowledge of state and federal regulatory standards and effective grant-writing methods.

Responsibilities:

- Performs routine, independent inspections within assigned programs to ensure compliance with applicable federal, state, and local laws and regulations. Serves as a resource for other staff performing these duties.
- Investigates complaints to mitigate potential for illness outbreaks and other threats to public health and safety. Provides programmatic guidance to other staff during investigations.
- Collects and prepares samples for analysis to detect evidence of contaminants. Documents results of analysis and prepares reports for submission to appropriate parties.
- Educates operators and the general public on pertinent environmental health programs and prevention techniques. Assembles and disseminates appropriate public health program safety information materials. Interacts with community officials to advise of public health-related issues and to address contributing concerns.
- Provides specific programmatic training and consultation including in-service instruction to operators, community officials, and the general public regarding all aspects of environmental public health. Directs the public to local and state educational resources. Provides conflict resolution at the programmatic level.
- Interfaces with the community to develop and enhance positive working relationships with regulated entities, community officials, local legislative representatives, and the general public. Provides customer service via face-to-face and electronic interactions. Assists staff when dealing with customer service questions and/or programmatic issues and concerns. Serves as the subject matter expert for program information provided on the website, through social media outlets, etc.
- Prepares and maintains records related to inspection activities and compiles data for further processing, for use in preparation of reports, or for enforcement activities. Learns to use appropriate database(s) (i.e., Enterprise, Healthspace, etc.) to complete required reports and maintain daily records of monitoring and inspection activities.
- Uses inspection and analysis results to develop recommendations for issue resolution or risk mitigation. Obtains approval from the Supervisor prior to delivery to appropriate parties.
- Represents CCBH on internal and external committees and participates in CCBH initiatives for program improvement. May be asked to represent CCBH on a state level.
- Participates in professional development activities (i.e., trainings, conferences, etc.) to remain abreast of the most current public health issues, programmatic inspection, and investigation practices & procedures, etc. Obtains continuing education credit hours required to maintain and renew all state registrations and certifications. Maintains current knowledge of local, state, and federal public health regulations. Participates in local or statewide development or modification of laws and regulations.
- Performs administrative duties in support of the service area and agency, including assisting in the training of new staff, providing a shadowing opportunity for students, etc. as requested.
- Assists in the research, establishment, maintenance, improvement, and evaluation of environmental health programs.
- Assists in conducting and monitoring essential program functions including budgeting, licensing, cost methodology, etc.
- Assists in the research, application submittal, and attainment of grant funding where available for specific programs. Assists with the management of compliance with grant requirements.
- Participates in public health emergency activities as needed.
- May serve as a primary media contact for specific public health concerns.
- Collaborates with internal and external partners on special projects as assigned.
- Performs other duties as assigned.

Please complete the online application on our website, www.ccbh.net/jobs
All candidates are required to upload a resume and include a cover letter with their application

Deadline to Apply: May 10, 2024
Bilingual Applicants Welcome

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

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THIS EMPLOYER PARTICIPATES IN E-VERIFY

All employees hired for a position must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.

Benefits offered at CCBH (for employees working at least 40 hours per pay period/Bi-weekly):

- Medical (full time employees responsible for 10% of premium)
- Dental (full time employees responsible for 10% of premium)
- Vision
- Public Employee Retirement System (PERS)
- Deferred Compensation
- FSA Health and Dependent Care
- Tuition Reimbursement
- Holidays (14 paid per year)
- *Benefit is prorated based on start date
- Vacation Time (13 paid days per year for new service PERS members*)
- Sick Time (15 paid days per year*)
- Personal Days (up to 3 paid per year)
- Agency paid Life Insurance
- Additional Voluntary Life Insurance
- Voluntary Identity Theft Protection
- Voluntary Critical Illness
- Voluntary Accident Insurance
- Employee Assistance Program
- Free Parking Onsite
- Remote work from home available up to two days per week with approval after the completion of a minimum of 60 days of employment.
- Alternate work schedule or changes in work schedule available after initial training period with approval. Core work hours of 10am to 2pm required of all staff.