

CITY OF HAMILTON

PUBLIC HEALTH SERVICES

(HEALTH PROTECTION DIVISION – LOCATION - 110 KING STREET WEST, 3rd FLOOR)

PUBLIC HEALTH INSPECTOR TRAINEE

SUMMARY OF DUTIES

Depending on the assignment, reporting to one of five managers within the Division: Manager of Vector Borne Disease Team, Manager of Food Safety team, Manager of Safe Water team, Manager of Health Hazards team, or the Manager of the Infectious Diseases and Infection Control team. General duties for any of these teams includes ability to inspect or investigate and assess public health hazards, ability to document and create reports, ability to respond to complaints and emergencies, provide education or community outreach and to assist other programs within Health Protection as required.

GENERAL DUTIES (each team has a mixture, but not all, of these duties)

Maintains confidentiality of personal health information and other records, as required

Delivers environmental health program services according to Ontario Public Health Standards Protocols.

Inspects and reports on fixed premises such as food establishments, swimming pools, group homes, funeral homes, lodging homes, day care centres, personal service settings and special events.

Enforces Provincial Public Health legislation and pertinent Municipal by-laws which include but may not be limited to, the "Standing Water By-law", the pest section (bed bugs, cockroaches, rats, mice, fleas, wasps) of the Property Standards by-law, or the Cooling Tower Registry by-law.

Assesses suitability of premises for licensing requirements according to government regulations.

Collects and/or submits various environmental, clinical and entomological specimens, such as food, drinking water, and recreational water, fecal or respiratory samples, ticks to the Public Health Laboratory or appropriate community laboratories.

Reviews laboratory test reports.

Responds and investigates potential rabies exposures.

Investigates complaints of health hazards under the Health Protection and Promotion Act.

Investigates reportable diseases and community and/or institutional outbreaks, consults with physicians and implements public health interventions to prevent spread of communicable and infectious diseases, as required.

Operates and transports, as required, various pieces of equipment such as computer, printer and other related hardware/software

Writes legible reports and correspondence. Works in cooperation with other Health Units, government agencies, community partners, community stakeholders, and City of Hamilton Departments.

Promotes community awareness of public health programs.

Provides education and outreach to public health services clients and general public.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Works in accordance with City of Hamilton corporate and departmental policies and procedures.

QUALIFICATIONS

1. Enrollment in, or completion of, a Bachelor's Degree in Environmental Health Program.
2. Previous experience or field training pertaining to environmental health programs with a health unit in Canada is an asset.
3. Experience in a computerized environment. Working knowledge of Microsoft Office Suite (Microsoft Outlook, Word and Excel).
4. Must possess a valid Class "G" Driver's license.
5. Provision of a vehicle for use on the job.
6. Must have alignment with the City's values and be able to work independently as well as within a team setting

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

NOTE:

The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure