

### **Vacancy Announcement for Environmental Health Supervisor**

Under the supervision of the Environmental Health Director, is assigned specific program(s) responsibilities and serves as the supervisor for designated environmental health staff that work within that program(s). Participates in, and performs duties in all program areas, including well and septic inspections, food inspections, is versed in all related codes and regulations and acts as a liaison to local, state and federal agencies to help coordinate public health services.

#### **Employment Qualifications:**

- Education: Bachelor's degree in environmental health or related field is required and five or more years of experience in environmental public health programs. Registered Sanitarian Certification in the State of Michigan or Registered Environmental Health Specialist (REHS) through the National Environmental Health Association. Candidates without registration may be considered, but the successful candidate will be required to become registered within eighteen (18) months of being eligible to sit for the registration exam.

#### **Experience & Required Skills:**

- Ability to plan, organize, and direct all aspects of assigned program(s) including personnel, budget, oversight, service planning, and general administration.
- Knowledge of supervisory and managerial principals, public health principles, developing and implementing policies and procedures, and assessment and evaluation techniques.
- Assembling and analyzing data, and preparing comprehensive and accurate reports, and formulating policy and service recommendations. Assists in collection of various statistical data as required for reporting to the Board of Health, MDARD, EGLE and other funding or regulatory sources.
- Effective communication of ideas and concepts orally and in writing, and making presentation in public forums
- If assigned program responsibility for the Food Program, obtains certification as a Standardized Trainer and maintains that certification and is the primary staff member conducting the plan review portion of the Food Program.
- Computer skills necessary to effectively utilize word processing, spreadsheet, and EH software.
- Quality assurance and quality improvement
- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines, changes in work priorities, and in emergency situations.

Special Requirement: Must have a valid Michigan Driver's License and reliable transportation, as work-related travel is required.

#### **Salary and Fringe Benefits:**

This is a full-time position with recommended placement in one of our three office locations; 37.5 hours per week with a starting wage of \$31.30 per hour. BHSJCHA offers a full range of fringe benefits including Health, Dental, Optical, and Life Insurances, Sick and Annual Leaves, an Employer Contributed Retirement Savings Plan, Flexible Spending Plan.

#### **Application Process:**

Qualified applicants should submit their resumes with cover letter to:

Kayse O'Donnell -Human Resources Support Specialist  
Branch-Hillsdale-St. Joseph Community Health Agency  
570 Marshall Rd

Coldwater, MI 49036  
[odonnellk@bhsj.org](mailto:odonnellk@bhsj.org)

Branch-Hillsdale-St. Joseph Community Health Agency is an equal opportunity employer that values diversity. All employment decisions are based on qualifications, merit, and business need.



# benefits of working in PUBLIC HEALTH

*Helping people live healthier*

## Why work in public health?

- Make a difference in the community
- Promote a healthy environment
- Job stability and opportunities for career development
- The field is ever evolving and you can influence health policy
- Improve the lives of children, families, and the elderly
- Eradicate disease



- 12 Paid Holidays -no waiting to be eligible for holiday pay
- Health, Dental, and Vision insurance coverage begins 1st day of employment. Plan options as low as \$0 employee contribution.
- Vacation Time accrues from first day of employment, 16 days earned in the first year.
- Sick Time accrues from first day of employment, 12 days annually
- Work week is 37.5 hours, and generally Monday-Friday from 8 am - 4 pm.
- Company paid Life Insurance and Short-term Disability
- AFLAC options available
- Healthcare Savings and Flexible Spending Accounts available
- Municipal Employee Retirement System with employer contribution of 5%
- Qualified Employer under the Public Service Student Loan Forgiveness Program

[www.bhsj.org/careers](http://www.bhsj.org/careers)