



**Three Affiliated Tribes  
Elbowoods Memorial Health Center**

1251 Elbowoods Loop  
New Town, ND 58763-4400  
(701) 627-4750 Fax: (701) 627-2809



**Job Description**

**SANITARIAN**

*EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*

<b>REPORTS TO: CEO</b> <b>DEPARTMENT: EMHC Environmental Health</b> <b>SALARY: \$36.77 – \$49.98</b> <b>CLASSIFICATION: Exempt</b>	<b>FLSA STATUS: FT-Regular</b> <b>LOCATION: 1251 Elbowoods Loop</b> <b>OPENING DATE:</b> <b>CLOSING DATE:</b>
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**POSITION SUMMARY:**

The Sanitarian reports directly to the CEO and performs a variety of tasks related to environmental health, including food surveys, building surveys, injury prevention activities, and other activities as outlined below.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Perform FDA Food Code surveys across the Fort Berthold Reservation in a variety of settings, including but not limited to the following:
2. Pow-wow food vendors
3. Elder Meal Sites
4. Tribally-operated day cares
5. All Reservation schools
6. All tribal businesses (convenience stores, cafes/restaurants etc) that sell food, or businesses that sell food on tribal land such as mobile food trucks
7. Perform spot checks of all above where practical and conduct comprehensive surveys 2x per year on all except pow-wow vendors
8. Provide food handler training upon request to all interested parties cooking/selling food on the Fort Berthold Reservation
9. Perform NFPA 99/101 life safety surveys on applicable buildings (day cares, head starts, others as appropriate)
10. Conduct investigations of food-borne illness complaints
11. Perform N95 Respirator Mask fit testing for new employees (if applicable) and for all required clinic staff on an annual basis
12. Provide education and outreach on disease vectors related to mosquitoes and ticks
13. Provide limited services to individuals on environmental health issues such as mold and radon (advice and information)
14. Monitor tribally-operated aquatic facilities (swimming pools and similar facilities) for compliance with the CDC Model Pool Code
15. Work with construction companies during the design and construction phase for new kitchen facilities on the Fort Berthold Reservation and seek compliance with the FDA Food Code



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16. Design and implement observational seat belt surveys for the Fort Berthold Reservation
17. Collaborate with MHA Animal Control on efforts to vaccinate and spay/neuter pets at Fort Berthold as an injury prevention initiative
18. Successfully complete requirements for Registered Environmental Health Specialist credential and undertake continuing education to maintain credential
19. Participate in monthly meetings of Great Plains Office of Environmental Health
20. Maintain membership in National Environmental Health Association and attend annual education conference
21. Periodically attend relevant trainings to stay current on qualifications/certifications (OSHA, basic life safety, food handling, pool inspection)
22. Seek to expand the capability of the Environmental Health Department with the addition of staff
23. Serve as Backup Safety Officer for EMHC and perform all duties associated with that position, including investigating safety incidents that are reported in the electronic system (I-Star).
24. Prepare and submit monthly reports of activities to CEO and AO
25. Represents EMHC in a highly professional matter;
26. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
27. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
28. Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs;
29. Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
30. Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center;
31. Attend training and maintain certifications as required; and
32. Other duties as assigned.

*NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.*

**SUPERVISORY REQUIREMENTS:**

- Supervisory role does not exist.

**COMPETENCIES:**



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- **Analytical** – The individual synthesizes complex or diverse information;
- **Problem solving** – The individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully;
- **Verbal/written communication** – The individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings;
- **Delegation** – The individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegation activities;
- **Management skills** – The individual includes staff in planning, decision-making, facilitating and process improvement; makes self-available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth;
- **Quality management** – The individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness;
- **Judgment** – The individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions;
- **Planning/Organizing** – The individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans;
- **Safety and Security** – The individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

#### **KNOWLEDGE AND ABILITIES:**

##### Knowledge

- Knowledge of the MHA Nation and Elbowoods Memorial Health Center policy and procedures of personnel administration;
- Knowledge of sound techniques in all aspects of personnel management;
- Knowledge of the organizations and operations of administrative programs.

##### Abilities

- Ability to develop long-term plans and programs and to evaluate work accomplishments;
- Ability to apply and adapt practices and techniques to the special requirements of senior management;
- Ability to establish and maintain effective relationships with other management staff, employees, and the public;
- Ability to present facts and recommendations effectively in oral and written form;
- Ability to be punctual, reliable, dependable and able to maintain confidentiality.

#### **MINIMUM QUALIFICATIONS AND EDUCATION:**

- Bachelor's degree in science; **REQUIRED**
- Five (5) years Environmental Health or Environmental Science experience; **REQUIRED**
- Master's degree in science; **PREFERRED**
- Familiarity with MHA Nation culture, values, and traditions;
- Valid Driver's License and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle; **REQUIRED**



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- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

#### **WORKING CONDITIONS:**

- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
  - Work is performed in an office and field environments with varying conditions of noise level, temperature, and illumination.
  - Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
  - Work situations may be stressful and require irregular hours.
  - Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
  - Work is performed inside with exposure to unpredictable crisis situations.
  - Shift work may be required.
  - Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
  - Travel may be required to accomplish organizational goals.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
  - The individual is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear;
  - The individual is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl;
  - The individual must regularly lift and/or move up to 50 pounds;
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
  - Must be alert, oriented, ability to perform with accuracy and always be self-conscious of surroundings.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

**THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN**



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**EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.**

**PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.**

**All interested individuals must submit the following information:**

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to [ABR\\_MNTEMHCrecruitment@ihs.gov](mailto:ABR_MNTEMHCrecruitment@ihs.gov) & [Recruitment@mhanation.com](mailto:Recruitment@mhanation.com)

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_