



Elbowoods Memorial Health Care Centers

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EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Environmental Health Technician
RESPONSIBLE TO: Environmental Health Specialist
SALARY: \$18-22 per hour
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center

POSITION SUMMARY: The Environmental Health Technician is supervised by the Environmental Health Specialist. Primary duties are to assist the EHS in the performance of normal job duties, including routine food surveys and institutional surveys, providing public information on vector control for mosquitoes and ticks, and assisting with injury prevention initiatives, including elder fall prevention programs, seat belt surveys, and child car seat inspection programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

- 1) Position works with the Environmental Health Specialist at the Elbowoods Memorial Health Center systems.
 - a) **Job Summary (position includes, but is not limited to the following):**
 - i) Provides assistance with environmental and public health initiatives for the Fort Berthold Reservation.
 - ii) Carries out food survey duties as assigned.
 - iii) Distributes vector control information regarding mosquitos, ticks and other potential disease vectors as needed and appropriate.
 - iv) Assists with injury prevention initiatives as appropriate and necessary.
 - v) Assists with epidemiological investigations as necessary and appropriate.
 - vi) Submits reports to EHS on activities on a monthly basis.
 - vii) Performs other duties as required.
- 2) Represents EMHC in a professional manner.
- 3) Maintains positive work relationships with all departments of EMHC.
- 4) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
- 5) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.

- 6) 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.
- 7) Adheres to the Mission, Vision, and Values of Elbowoods Memorial Health Center.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The work requires regular and recurrent standing to perform tests, walking between the different sections of the clinic, and reaching and bending to obtain supplies and operate instruments. Occasionally lifts 30/40 pounds. Work involves travel between communities in all weather and road conditions.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- High School diploma or equivalent, **REQUIRED**
- College credits and aptitude for science, **PREFERRED**
- Computer knowledge and proficiency, **REQUIRED.**
- Must be responsible, dependable, and able to maintain confidentiality of information
- Possess good communication skills, both oral and written.
- Operate standard office equipment.
- Familiarity with American Plains Indian culture, values, and traditions, **HELPFUL.**
- Will need to have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED.**
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

WORKING CONDITIONS:

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 40 pounds of material.
- 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 and outside the property with exposure to inclement weather and 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.
- Some travel is required.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.