



## Elbowoods Memorial Health Care Centers

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EXEMPT X  
NON-EXEMPT    

### POSITION DESCRIPTION

**POSITION:** SANITARIAN  
**RESPONSIBLE TO:** EMHC CEO  
**SALARY:** DOQ/DOE

**CLASSIFICATION:** Non-Management, Supervisory, Regular, Full-time  
**LOCATION:** Elbowoods Memorial Health Center

**POSITION SUMMARY:** Sanitarian is supervised by the Facilities Manager. Sanitarians are to prevent public health problems by enforcing public health and sanitation regulations and making community environments safer. They study and evaluate public health hazards, such as food-borne disease outbreaks, rabies exposures, infectious waste disposal and lead, radon and mold exposures. Sanitarians measure and collect data for inspection and promote environmental health programs.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- 1) Position serves primarily as Sanitarian at the Elbowoods Memorial Health Center systems.
  - a) **Job Summary (position includes, but is not limited to the following):**
    - i) Supervisory to the Environmental Health Technician
    - ii) Provides primary facilitation and coordination of environmental health care at EMHC.
    - iii) Plans, implements, assess, and modifies community injury prevention program.
    - iv) Provides Sanitation code surveys for all pow-wow food vendors.
    - v) Assists in writing public health codes for MHA Nation review and approval to support public health prevention program.
    - vi) Provides consultation for community environmental health projects or concerns, including epidemiological investigations for incidents.
    - vii) Prepares and plans for performance improvement and outcome activities.
    - viii) Maintains tracking of activities and prepares summary reports.
    - ix) Performs other duties as required.
- 2) Represents EMHC in a highly professional manner.

- 3) Establishes positive communications with all departments of EMHC to assure stable operations.
- 4) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
- 5) Maintain required reporting as assigned.
- 6) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
- 7) 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.
- 8) Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

### **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**

- Bachelor's Degree in Environmental Health from an accredited college or university, with at least 30 semester credits in the biological and/or physical sciences, i.e., biology, botany, chemistry, geology, physics, physiology, and zoology; or
- An associate degree from an accredited college or university, with 12 semester credits in biological sciences and/or physical sciences, and 3 years of experience related to public health. *Must submit copy of degree or transcripts with application.*
- Computer knowledge and proficiency, **REQUIRED.**
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Operate standard office equipment.
- Familiarity with American Plains Indian culture, values, and traditions, **HELPFUL.**
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must have a valid N.D. driver's license in good standing and must supply driver's license abstract from the Department of Motor Vehicle.

- 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.
- Travel may be required to accomplish facility goals.

### **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.