



Elbowoods Memorial Health Center

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

EXEMPT X
NON-EXEMPT _____

POSITION DESCRIPTION

POSITION: Sanitarian
REPORTS TO: EMHC CEO
DEPARTMENT: Environmental Health
SALARY: \$35.36 - \$49.98 DOE/DOQ
CLASSIFICATION: Management Regular, Full-time
TELEWORK ELIGIBLE: No
DUTY STATION: Elbowoods Memorial Health Center
New Town, ND

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:

- Perform FDA Food Code surveys across the Fort Berthold Reservation in a variety of settings, including but not limited to the following:
 - Pow-wow food vendors
 - Elder Meal Sites
 - Tribally-operated day cares
 - All Reservation schools
 - All tribal businesses (convenience stores, cafes/restaurants etc) that sell food, or businesses that sell food on tribal land such as mobile food trucks
 - Perform spot checks of all above where practical and conduct comprehensive surveys 2x per year on all except pow-wow vendors
- Provide food handler training upon request to all interested parties cooking/selling food on the Fort Berthold Reservation
- Perform NFPA 99/101 life safety surveys on applicable buildings (day cares, head starts, others as appropriate)
- Conduct investigations of food-borne illness complaints
- Perform N95 Respirator Mask fit testing for new employees (if applicable) and for all required clinic staff on an annual basis
- Provide education and outreach on disease vectors related to mosquitoes and ticks

- Provide limited services to individuals on environmental health issues such as mold and radon (advice and information)
- Monitor tribally-operated aquatic facilities (swimming pools and similar facilities) for compliance with the CDC Model Pool Code
- 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
- Design and implement observational seat belt surveys for the Fort Berthold Reservation
- Collaborate with MHA Animal Control on efforts to vaccinate and spay/neuter pets at Fort Berthold as an injury prevention initiative
- Successfully complete requirements for Registered Environmental Health Specialist credential and undertake continuing education to maintain credential
- Participate in monthly meetings of Great Plains Office of Environmental Health
- Maintain membership in National Environmental Health Association and attend annual education conference
- Periodically attend relevant trainings to stay current on qualifications/certifications (OSHA, basic life safety, food handling, pool inspection)
- Seek to expand the capability of the Environmental Health Department with the addition of staff
- 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).
- Prepare and submit monthly reports of activities to CEO and AO
- Represent EMHC in a highly professional matter
- Demonstrate respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation
- Participate in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary
- Actively strive 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 the tribal community in its healthcare needs
- Adhere to and abide by the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
- Adhere to the Mission, Vision and Values of the Elbowoods Memorial Health Center

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

SUPERVISORY REQUIREMENTS:

- The requirement for managing of others does exist.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Date Approved:

Page 2 of 4

- Must have a minimum of a Bachelor's Degree in Science (Master's Degree preferred)
- Must have at least 5 years of experience in Environmental Health or Environmental Science
- Must have excellent communication skills and pay attention to detail;
- Cognitive knowledge, skills, abilities as related to the position;
- Computer literate and basic proficiency with Microsoft Office and other database software. WebEHRS and I-Star;
- Knowledge of principles and practices of the organization;
- Operate standard office equipment;
- Familiarity with MHA Nation culture, values, and traditions;
- Must be punctual, reliable, dependable, and able to maintain confidentiality;
- Must have a valid driver's license and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle;
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

WORKING CONDITIONS:

- Work is performed in both office and field environments with varying conditions of noise level, temperature, and illumination.
- Position requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and may require irregular hours, including weekends.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Work will be performed in all segments of the Reservation, therefore travel throughout the Reservation is required under a variety of weather conditions
- Travel may be required to accomplish organizational goals.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job:
 - the employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear.
 - The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
 - The employee 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 be self-conscious of surroundings at all times.

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.

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 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 persons must submit the following information:

Job Application (found on MHA Website)

Copies of:

- ✓ Diplomas/Certificates and Transcripts;
- ✓ 2 Forms of ID: (1 Driver License and/or State Issued ID) and 1 Other; and
- ✓ Indian or Veteran Preference documents (If applicable).

Submit all necessary information to the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781
Fax# 701-627-2960

Email: recruitment@mhanation.com