



Simcoe Muskoka District Health Unit  
**POSITION DESCRIPTION**

<b>POSITION TITLE: PUBLIC HEALTH INSPECTOR (PHI)</b>	<b>POSITION NUMBER:</b>
<b>SERVICE AREA:</b> Clinical Service or Health Protection Service or Healthy Living Service	<b>PROGRAM AREA:</b> Food Safety, Safe Water, Infection Control, Rabies Control, -Communicable Disease Control, Health Hazards, Chronic Disease Prevention
<b>REPORTS TO:</b> Manager, Service Area	<b>REVIEW DATE:</b> May 10, 2006
<b>PURPOSE OF POSITION:</b> As an integral member of the public health team, to provide public health services based on the principles of health protection, health promotion and disease prevention, and offer educational services and advice to encourage community planning that provides a healthy and safe environment. Responsibilities include investigating and identifying hazards in a variety of settings, and providing information, direction and/or orders to eliminate or ameliorate hazardous conditions. Public Health Inspectors (PHI's) are statutory officials under the Health Protection and Promotion Act and related regulations. Services provided to the community are defined in the Health Protection and Promotion Act and the Ministry of Health and Long-Term Care Mandatory Health Programs and Service Guidelines.	
<b>POSITION SKILLS &amp; COMPETENCIES REQUIRED:</b>	
<p><b>Education:</b> Bachelor Degree in Applied Science in Environmental Health, or equivalent AND a Certificate in Public Health Inspection (Canada).</p> <p><b>Related experience:</b> 1-3 year's relevant experience</p> <p><b>Specific knowledge, skills, abilities:</b></p> <ul style="list-style-type: none"> <li>• Advanced investigative and observational skills</li> <li>• Advanced oral and written communication skills</li> <li>• Advanced negotiation and collaboration skills</li> <li>• Advanced organization and time management skills</li> <li>• Advanced priority setting skills, and decision-making skills</li> <li>• Intermediate knowledge of all relevant legislation and standards, including the judicial process as related to environmental and public health</li> <li>• Intermediate knowledge of municipal, provincial and federal structures, assigned roles and responsibilities and processes</li> <li>• Intermediate knowledge of scientific and technical aspects related to environmental health issues</li> <li>• Intermediate knowledge of health promotion theory and principles</li> <li>• Intermediate to advanced knowledge of infection prevention &amp; control strategies/practices</li> <li>• Intermediate epidemiological knowledge and skills</li> <li>• Intermediate knowledge and experience in risk assessment, risk management and risk communication</li> <li>• Diplomacy and political astuteness</li> <li>• Basic skills in Microsoft Word, Excel, PowerPoint and Outlook</li> <li>• Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district</li> <li>• Able to work independently within established parameters and to function effectively as a member of a team</li> </ul>	

**KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):**

**Actively participate in the delivery of Public Health programs; ensure compliance with regulatory standards & mandatory guidelines, enforce statutes related to health protection and promotion, on behalf of the agency**

- Collaborates with other health unit personnel in order to achieve agency goals
- Interprets, implements and monitors for compliance, regulatory standards of the Health Protection and Promotion Act and Regulations, and the Mandatory Health Programs and Service Guidelines
- Enforces statutes using a number of mechanisms, including the inspector's role as a Provincial Offences Officer
- Participates in the planning and implementation of the health unit emergency response plan
- May be expected to participate in a 24 hour-7 day a week "on-call" emergency response system
- Other duties as may be assigned

**Provide public health services based on the principles of health protection, health promotion and disease prevention; offer advice and educational services to encourage community planning and healthy and safe environment; enforce legislation**

- Participates in the planning, implementation, monitoring and evaluation of programs/services in health protection, health promotion and disease prevention
- Applies the theories of disease prevention, health protection and health promotion in the delivery of programs as outlined in the Mandatory Health Programs and Services Guidelines, Provincial Acts and Regulations and Service Area policies and procedures
- Demonstrates growth by making changes in personal public health inspection and investigation practice based on self-appraisal, ongoing feedback and guidance, professional development, performance appraisals and application of current research
- Meets occasionally with assigned manager/supervisor for communication, consultation and reporting purposes
- Accurately documents inspections, investigations and other activities
- Represents the Service Area/Program team on Agency committees
- Participates in inter-health unit/Ministry committees as assigned
- Specific duties will vary depending on work assignment. SEE ATTACHMENT.

**Represent the agency in legal proceedings**

- Collects information and evidence in a manner consistent with legal processes
- Prepares subpoenas and witness statements and services court documents
- Prepares case briefs and crown briefs and presents expert evidence in legal proceedings (HPPA appeal board hearings, Provincial court, OMB hearings, Coroner's inquests, Provincial inquiries, and special hearings, etc.)
- Appears in matters related to civil litigation on behalf of the Agency when subpoenaed
- Provides expert and witness testimony in conjunction or support with other agencies or groups such as MOE, OMB, insurance companies and others.
- Acts as a representative of Medical Officer of Health

**Contribute to team and agency effectiveness**

- Works collaboratively as a member of the team; contributes to positive team functioning
- Assists service, program and functional units in carrying out their mandates
- Demonstrates commitment to, and functions in a way that is consistent with, the agency mission, vision, values and strategic directions
- Respects and ensures confidentiality in all work performed on behalf of the agency
- Demonstrates a strong customer service focus in dealing both internally and externally

**KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) Continued**

- Participates on agency-related committees as assigned
- Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster

*Management has the right to change position requirements from time to time as Agency conditions dictate.*

**N.B. For Clinical Service, Communicable Disease Surveillance Unit - IT IS A REQUIREMENT OF THIS POSITION THAT THE EMPLOYEE BE AVAILABLE FOR POSSIBLE REDEPLOYMENT TO ANY AREA IN ONTARIO IN THE EVENT OF A SIGNIFICANT COMMUNICABLE DISEASE OUTBREAK**

**CONTACTS & COMMUNICATION:**

**Internal:** MOH, AMOHs, service director, managers and supervisors within and across programs; program and administrative staff

**External:** Ministry of Health and Long-Term Care (consultant); personal service settings e.g. day nurseries, long-term care homes, rest & retirement homes, acute care facilities, food premises, recreational facilities & camps (owner/operator of facility); municipal staff; laboratories; provincial and federal agencies; community groups; court system; professional engineers, architects, MOE Environment Officers; Ministry of Labour Inspectors, Food Safety Consultants; educators; Veterinarians.

**RESPONSIBILITY FOR RESOURCES:**

**Staff:** Acts as a mentor, educator and trainer for students

**Financial:** Related to case briefs for legal proceedings

**Information:** Involves reference to mandated legislation; investigative and data collection; inspection documentation/reports; formal reports and procedures; detailed information and recommendations; case briefs for legal proceedings

**Materials & Equipment:** Use materials and equipment related to job function, e.g. water or air quality testing devices, laser thermometers.

**EFFORT REQUIRED:**

**Mental:**

- Considerable attention to detail/audio concentration for inspections with focus on compliance including complete and accurate information e.g. food, infection control i.e. listening to owner/operator/staff, follow-up phone calls, meetings;
- Considerable attention to detail/visual concentration for completing electronic & manual reports, conducting inspections.
- High volume of work. Deadlines - must meet standards of investigation as mandated
- Moderate interruptions from phone and interruptions from staff when in office.
- Analysis to determine course of action, urgency of situation, risk to public. Shifting priorities based on disease reports, outbreak scenarios, complaints from public, competing demands.
- Deals with conflict & crisis situations, e.g. closure order for business, condemning of food, boil water advisory.

**Physical:**

- Moderate lifting/carrying e.g. files, boxes of books, laptop & equipment e.g. water cooler to complete inspections; medium weight (up to 35 pounds) Includes bending/reaching in confined or awkward positions – stairs, ladders, storage areas, equipment and mechanical rooms, under and behind cooking and processing machinery (moderate).
- Limited sitting while providing phone advice.
- Limited manual dexterity for keyboarding e.g., investigation/ inspection reports, reporting using iPHIS, CISS.

<b>WORKING CONDITIONS SPECIFIC TO POSITION:</b> <ul style="list-style-type: none"><li>• As a front-line staff member, PHI's are subject to a variety of working conditions dependent on the work assignment.</li><li>• Constant travel is required. Most work assignments are out of the office at institutional settings, business settings; involves traveling to different service locations.</li><li>• Constant work in isolation – work primarily involves independent inspections throughout the area.</li><li>• Considerable exposure to adverse conditions related to inspection of institutions/business settings and include exposure to heat, cold and contaminated environments; verbal abuse, intimidation tactics.</li></ul>
<b>WORKING CONDITIONS SPECIFIC TO POSITION Continued:</b> <ul style="list-style-type: none"><li>• Considerable exposure to potential health and safety hazards e.g. infectious disease, insect infestation, risk of animal attacks during rabies investigations, chemical and toxin exposure, hostile and aggressive situations with the potential for physical assault</li><li>• Moderate overtime is required.</li></ul>

I have read the Position Description and understand the duties and responsibilities as assigned.

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MANAGER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Position Approvals:*

**DIRECTOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Director Healthy Living Service

**DIRECTOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Director Clinical Service

**DIRECTOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Director Health Protection Service

**MOH/CEO SIGNATURE:** **Original document signed by Dr. C. Gardner, MOH**  
**DATE:** \_\_\_\_\_

<b>POSITION HISTORY:</b> Nov. 2/06 – Minor modifications were made to Position Description as a result of the Job Evaluation Committee review of all agency non-union positions, including reconsideration requests.
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