

<b>POSITION TITLE: PUBLIC HEALTH INSPECTOR COORDINATOR</b>	<b>POSITION NUMBER:</b>
<b>SERVICE AREA:</b> Clinical Service, Health Protection	<b>PROGRAM AREA:</b> Communicable Disease, Infection Control; Food Safety, Safe Water
<b>REPORTS TO:</b> Manager, Service Area	<b>REVIEW DATE:</b> May 10, 2006
<p><b>PURPOSE OF POSITION:</b> To act as a public health consultant, coordinator, senior investigator, collaborator, researcher and evaluator, and social marketer for the promotion of health and illness prevention. This includes coordinating and ensuring completion of provincially driven initiatives, and providing leadership and consultation in the promotion of health and illness prevention. PHI Coordinators are skilled in the areas of risk assessment, risk management, risk communication.</p> <p>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, Part 111 and the Ministry of Health's, Mandatory Health Programs and Service Guidelines.</p>	
<p><b>POSITION SKILLS &amp; COMPETENCIES REQUIRED:</b></p> <p><b>Education:</b> Baccalaureate Degree in Applied Science in Environmental Health, <i>or equivalent as determined by the Service Director</i>, and a Certificate in Public Health Inspection (Canada)</p> <p><b>Related Experience:</b> 3-5 year's experience as a PHI including proven leadership skills i.e. ability to mentor and coach other staff and/or past involvement in special project work.</p> <p><b>Specific knowledge, skills, abilities:</b></p> <ul style="list-style-type: none"> <li>• Advanced knowledge of all legislation, standards and the judicial process related to environmental and public health</li> <li>• Advanced knowledge of scientific and technical aspects related to environmental health issues</li> <li>• Advanced knowledge of health promotion theory and principles</li> <li>• Advanced knowledge and experience in risk assessment, risk management and risk communication</li> <li>• Advanced decision-making skills</li> <li>• Advanced knowledge of infection prevention and control strategies</li> <li>• Advanced investigative, observational skills and critical thinking skills</li> <li>• Advanced oral and written communication skills</li> <li>• Advanced interpersonal communication skills including strong negotiation, collaboration and facilitation skills</li> <li>• Intermediate research and epidemiological skills</li> <li>• Intermediate work organization and time management skills, priority setting skills, and ability to be flexible</li> <li>• Intermediate skills in Microsoft Word, Excel, Outlook, Epi-Info and iPHIS</li> <li>• Diplomacy and political astuteness</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 with colleagues and community partners</li> </ul>	
<p><b>KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):</b></p> <p><b>Provide professional support to the Service Area/Agency including planning, policy development, research, and interpreting/implementing/monitoring for compliance against regulatory standards &amp; mandatory guidelines</b></p> <ul style="list-style-type: none"> <li>• Collaborates extensively with other health unit personnel and external agencies in order to achieve</li> </ul>	

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

service area goals

- Interprets, implements and monitors for compliance regulatory standards as outlined in Part 111 of the Health Protection and Promotion Act and Regulations and the Mandatory Health Programs and Services Guidelines (specific to program responsibilities)Contributes to the planning, development and implementation of health unit service policies and programs
- Consults with health unit staff, including senior management related to urgent issues of public health significance (e.g. outbreaks, significant enteric disease reports, boil water advisories) on an as needed basis. This consultation may be required outside of normal working hours
- Participates in the planning and implementation of the health unit emergency response plan
- Participates when assigned or requested, in provincial taskforces, committees, and policy development initiatives
- Supports and participates in public health research.
- May be expected to participate in a 24-hour, 7 day a week “on-call” emergency response system

**Act as resource to the Service Area & Community, and provide direction & leadership for Service & Program Areas including program review, evaluation, and promotion and ensure completion of provincially-driven initiatives**

- Participates in and contributes to the planning, implementation, monitoring and evaluation of program/services in health protection, health promotion, investigation 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, and application of current research
- Work includes scheduling and assigning work to PHI’s within program area, providing direction to PHIs, checking work in progress and upon completion
- Demonstrates professional development by making changes in personal public health inspection practice based on self-appraisal, ongoing feedback and guidance, and professional development
- Coordinates and ensures the completion of provincially driven initiatives
- Participates in the orientation of new staff and/or students
- Actively identifies issues and works toward resolution
- Collaborates with Medical Officer of Health, Directors, Managers and front-line staff to review current issues and trends within assigned portfolio; plans for communication with others and assists in the development of action plans related to the issue or trend
- As a resource, both within the Agency to the Service Area and to the community, the assigned portfolio requires the incumbent to seek out new information and to stay abreast of issues locally, provincially, federally and globally
- Actively participates in the preparation of briefing notes, media releases, PSAs, and other alerts as required
- Meets with the assigned and/or program managers for communication, consultation and reporting purposes
- Accurately documents contacts and communications with others as per policy and procedure manual
- Reviews program documentation from inspections, investigations and other activities as needed
- Provides feedback and guidance as indicated
- Actively contributes to the improvement of services offered and the processes through which these services are delivered
- Complies with Service Area policies

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

**Provide support to staff representing the Agency in legal proceedings**

- Review case briefs and evidence in legal proceedings (appeal board hearings, OMB hearings, coroner's inquests, provincial inquests and inquiries, and special hearings, etc.)
- Appears in matters related to civil litigation on behalf of the agency and lawsuits when subpoenaed

**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
- 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 and AMOHs, Clinical Service management, CD Team, Health Protection Service (HPS) management and teams, Health Connection and agency staff.

**External:** Ministry of Health and Long-Term Care and other Ministries as necessary, institution and business owners/operators e.g., waterwork operators/engineers, food premises owners, veterinarians, daycare workers, health care workers, family physicians.

**RESPONSIBILITY FOR RESOURCES:**

**Staff:** Provides consultation, advice, recommendations and direction for problem solving to PHI positions. Also, provide direction and follow-up to ensure assignments are completed in a timely and sufficient manner. Provides leadership and acts as a coordinator for the group. Participates in review of staff performance staff by manager.

**Financial:** Related to case briefs and legal proceedings.

**Information:** Involves reference to mandated legislation; investigative & data collection; correspondence and formal reports and procedures, detailed information & recommendations; review of case briefs for legal proceedings. Information management is part of the coordination role.

**Materials & Equipment:** Use of materials and equipment related to job function

**EFFORT REQUIRED:**

**Mental:**

- Considerable attention to detail/audio concentration for team/committee meetings, teleconferences, public & client meetings/hearings, client consultations;
- Considerable attention to detail/visual concentration for use of computer for report writing, communications, data analysis, data management, reading reports, reviewing reports to ensure that standards of investigation/protocols are being followed and consolidating investigation reports.
- Considerable analysis to determine appropriate course of action in a timely manner to reduce or eliminate risk to the public.
- Moderate phone interruptions, interruptions from staff.
- Shifting of priorities based on disease reports, outbreak scenarios, complaints from public.

<b>EFFORT REQUIRED Continued:</b>
<b>Physical:</b> <ul style="list-style-type: none"><li>• Moderate sitting at workstation and in meetings</li><li>• Moderate manual dexterity for keyboarding/computer work. At times, the PHI Coordinator may spend the greater part of the day working at a computer station providing phone advice, following up infectious disease reports and report writing or research.</li></ul>
<b>WORKING CONDITIONS SPECIFIC TO POSITION:</b> <ul style="list-style-type: none"><li>• The majority of the time is spent working in a standard office environment, with the requirement to visit institutional and business settings on a limited basis.</li><li>• Limited travel is required to attend meetings and to support investigations</li><li>• Moderate overtime is required for evening/weekend work.</li><li>• Limited exposure to adverse conditions and limited exposure to health &amp; safety hazards related to visits to institutional and business settings.</li></ul> <p><b>Note:</b> As part of the co-ordination of an investigation, the PHI Coordinator is exposed to potential health &amp; safety hazards e.g. infectious disease, insect infestation, risk of animal attacks during rabies investigations during inspection, chemical &amp; toxin exposure, hostile &amp; aggressive situations with the potential for physical assault/verbal abuse.</p>

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 Clinical Service

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

Director Health Protection Service

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

<p><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.</p>
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