

WARREN COUNTY PERSONNEL DEPARTMENT
WAYNE DUMONT, JR. ADMINISTRATION BUILDING
165 COUNTY ROUTE 519 SOUTH
BELVIDERE, NEW JERSEY 07823



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August 11, 2022

JOB OPENING

Assistant Health Officer

Salary commensurate with education and experience

There is one full time unclassified **Assistant Health Officer** position available in the **Warren County Health Department, Oxford, NJ.**

If you are interested in applying for this position, please send your application and resume to the Personnel Department, Wayne Dumont, Jr. Administration Building, 165 Route 519S, Belvidere, NJ 07823.

The job specifications are attached.

The closing date for this job posting is **Friday, September 2, 2022.**

Applicants must comply with the residency requirements of the New Jersey First Act, N.J.S.A. 52:14-7. Residents of Warren County are preferred.

ASSISTANT HEALTH OFFICER

Position Overview

The County of Warren seeks candidates for the position of Assistant Health Officer. This position assists the County Health Officer in planning, developing, coordinating and directing the work programs of the Warren County Health Department and in directing the enforcement of public health laws within the County including helping to manage and oversee the work of the County's Environmental Division. The ideal candidate will have a background in community public health including New Jersey Public Health Practice Standards, New Jersey Subsurface Sewage Disposal, County Environmental Health Act Programs and the principals of public health planning. A strong background in septic plan review is preferred although not required.

Requirements

- Possession of a valid Health Officer License issued by the New Jersey Department of Health and a valid New Jersey driver's license.
- At least three (3) years of experience in a local governmental public health setting.
- At least one (1) year of supervisory experience.
- Working knowledge of State and County public health resources.

Responsibilities

- Assist the Health Officer in recommending local health policies and programs.
- Collaborate with other community partners to develop effective plans and methods to protect and improve the health of the community.
- Manage and oversee the Health Department's quality improvement and control processes including managing department efforts toward NACCHO accreditation.
- Direct and coordinate the inspection, investigation, legal and other measures required by local and state health laws.
- Prepare grant applications and manage grant deliverables.
- Plan and direct the measures required to abate public health nuisances.
- Plan and direct the measures required to control and prevent communicable diseases.
- Develop and update public health emergency response plans.
- Plan and direct measures required during a public health emergency.
- Investigate or direct the investigations of contacts and contagious diseases.
- Review and approve certain licenses and permits including but not limited to reviewing applications for septic systems, retail food establishments and recreational bathing.
- Supervise inspections and investigations conducted under the County Environmental Health Act.
- Supervise inspections of food establishments to assure compliance with the law.
- Prepare correspondence and reports as needed.
- Supervise the establishment and maintenance of records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Knowledge and Abilities

- Knowledge of Federal, State and local public health laws, rules, regulations, ordinances, policies, standards and procedures and their application to specific situations.
- Ability to organize assigned public health work.

- Ability to analyze and interpret public health law, regulations, rules and procedures and apply them to specific situations.
- Ability to communicate effectively with all levels of employees, clients, the public, community partners and state officials.
- Ability to speak in public and effectively facilitate a group meeting.
- Ability to maintain and establish effective working relationships with citizens, physicians and others on health matters.
- Ability to provide assignments and instructions to staff and to supervise the performance of their work.
- Knowledge of the principles of epidemiology and communicable disease.
- Knowledge of New Jersey's regulations for subsurface sewage disposal including plan design and installation inspections.
- Knowledge of public health emergency response procedures and the Incident Command System.
- Knowledge of the principles of public health planning and community engagement.
- Ability to prepare correspondence and reports and to establish and maintain records and files.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered acceptable forms of communications.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it could cause the employer undue hardship, such persons may not be eligible.

Must comply with residency requirements of New Jersey First Act – N.J.S.A. 52:14-7; Warren County residents preferred.

Salary commensurate with education and experience.

Submit resume, cover letter of interest and references by no later than close of business Friday, September 2, 2022 to:

Warren County Personnel Department
Wayne Dumont Administration Building
165 County Route 519 South
Belvidere, NJ 07823
E-mail: clroberts@co.warren.nj.us