

Sample Health Officer Job Description*

Job Title:	Health Officer	Term	3 Years
Time Commitment	Dependent on municipal volume of inspections/complaints		
Location:	Municipality	Travel Required:	Local travel will be required
Level/Salary Range:	Dependent on municipality	Position Type:	May be full-time, part-time, or volunteer
Employer:	Local Municipality	State Contact:	NH Department of Health & Human Services Division of Public Health Services Health Officer Liaison Program NHDHHS Health Officer Liaison Program

Job Overview

The Local Health Officer (LHO) is a municipal employee, appointed by the NH Department of Health and Human Services (NHDHHS), who is an important and trusted point of contact for local concerns and fulfills a critical role in enforcing public health laws and proposing local health-related ordinances. As secretary and executive officer of the local board of health for the town, the LHO responds to concerns and issues as directed by municipal leadership and completes inspections at the request of state agencies such as NH DHHS, NH Department of Environmental Services and the NH Department of Education. Through inspections, guidance, enforcement, and rule-making, the health officer helps to improve and foster safe and healthy environments for people to live in.

ACCOUNTABILITIES

- Act as Secretary and Executive Officer of the local Board of Health for the town and meet at least one time annually with select board members, who constitute the Board of Health to review the state of local public health issues and provide information to the DHHS on the readiness to address public health threats at the local level.
- Enforce public health laws and local regulations that are under the authority of the local health officer.
- Conducts field investigations in schools, homes, neighborhoods, day cares and restaurants for public health nuisances, sanitary conditions, septic failure and water contamination events.
- May appoint a Deputy Health Officer who shall also be empowered to enforce public health laws and regulations.
- May make recommendations to the Board of Health for local regulations for the prevention and removal of nuisances.

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- Act as liaison between the Department of Health and Human Services and town leadership as it pertains to health messaging and local emergency planning and response.
- Provide the community educational material on public health issues,
- Respond to questions and concerns from community members pertaining to public health.
- Coordinate with local fire, building, police and zoning officials along with state officials (DHHS, DES, DOE) as necessary on regulation, interpretation, and resolution of issues.
- Complete a minimum of three hours of mandatory training on the specific laws that provide authority to health officers.
- May be a member of and attend training provided by the NH Health Officer's Association.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Ability to pass a criminal background check
- Must complete a 3 hour introductory course within the first year of appointment

PREFERRED SKILLS

- Customer service oriented
- Strong communication skills, both orally and recordkeeping
- Strong active listening skills
- Attention to detail in documentation
- Initiative to develop appropriate solutions and seek guidance when necessary
- Commitment to safety
- Ability to understand and interpret laws, rules, ordinances and regulations
- Maintain appropriate level of confidentiality regarding State and town records
- Independent and fair judgment
- Proficient interpersonal and problem-solving skills
- Ability to establish and maintain effective working relationships with Town and State officials,
- Pursue continuing education opportunities related to public health and environmental health

ADDITIONAL NOTES

Work will be performed in an office, outdoors, or at inspections sites. Technical support is provided by the NH Department of Health and Human Services, Health Officer Liaison Unit website, manual, Listserve and ongoing professional development.

** THIS DOCUMENT IS INTENDED TO BE A SAMPLE JOB DESCRIPTION AND IS NOT TO BE INTERPRETED AS ALL INCLUSIVE. TOWN HEALTH OFFICERS HAVE VARYING ROLES DEPENDENT ON THE MUNICIPAL STRUCTURE AND LOCAL CODE INVENTORY. USE THIS DOCUMENT AS AN EXAMPLE OF ESSENTIAL FUNCTIONS AND BASIC REQUIREMENTS OF THE JOB.*