

Form Position Description

ABN 63 954 974 254
ICN 2256



JOB TITLE	ENVIRONMENTAL HEALTH WORKER
DATE	23/05/2018
REPORTS TO	Community Services Manager

POSITION DESCRIPTION

Position purpose *To work co-operatively with other related agencies to provide a comprehensive environmental health program to the Aboriginal Communities located within the boundaries of the Town of Port Hedland and Shire of East Pilbara and surrounds. Improve and maintain environmental health standards on the communities within the shire of East Pilbara Shire and the Shire of Roebourne to be commensurate with those of the standards of the wider Australian Community.*

Main tasks

Core objectives include:

- Inform, educate and promote the targeted communities about environmental health issues and promote sustainable EH practices within the communities including: Dog Health, Dust Control; Pest and Mosquito Control; Waste Management (solid and liquid); Food Safety; Infection Control; and build capacity within the communities to recognise environmental health issues and support community processes for the provision of ongoing repairs and maintenance to environmental health infrastructure
- Development of community emergency management plans
- Monitor and maintain dog health and dog populations in the targeted communities in conjunction with local government authorities and Pilbara population health unit
- Coordinating veterinarian and non-veterinarian intervention
- Working with community to encourage participation in dog health program visits
- Monitor and provide recommendations/advice for dust reduction to the targeted communities and household level
- Explore opportunities to green community areas
- Monitor and minimise impact where resources are available and/or liaise with PPHU, community, housing officers, department of housing and contractors regarding undertaking treatments
- Provide advice and assistance in pest management
- Monitor waste disposal, rubbish tip management, sewerage ponds and septic tanks in the targeted communities and refer any maintenance or actions required to the appropriate service providers
- Report on waste management infrastructure
- Liaise and work with the local health service(s) and local

government authorities to establish agent of disease transmission and mode of control

- Regular inspections of each targeted community's surroundings and resident housing. Report and/or make appropriate referrals for all repairs required
- Assist community members with clean ups to remove rubbish
- Liaise with the Local Government Authorities, community administration, department of housing and/or contractors regarding capital works within the community e.g. new buildings, renovations and environmental health infrastructure
- Refer to the relevant local government authority for inspection prior to commissioning
- Monitor and survey the environmental health conditions of the targeted communities
- Assist with completion of CEHAP for each of the targeted communities
- Driving to remote locations on both sealed and unsealed roads for long periods of time, which can be up to 900km in one day

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other Duties

Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications

- Qualification in Community Services/ Environmental Health

Experience

- Capacity to approach issues in a systematic manner and to consider individual issues in their broader context
- Demonstrated analytical, problem solving and advocacy skills
- Demonstrated experience in operating a 4WD vehicle on sealed and unsealed roads
- Demonstrated experience in working with Government departments
- Demonstrated experience working in a similar role
- Demonstrated verbal and written communication skills
- The ability to work with minimal supervision within a regional team context
- Working in a collaborative and proactive manner to promote solutions

Knowledge

- Demonstrated knowledge, understanding of and commitment to the principles of Equal Opportunity and Occupational Health and Safety
- Sound knowledge and understanding of risk assessment, reporting and management, Work Health Safety, privacy and confidentiality protocols, duty of care and quality systems

Skills & competencies

- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills

- when communicating with others, both internally and externally.
- **Teamwork:** willingness to assist and support others as required and work alongside team members in a professional and positive environment.
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

Personal attributes

- Accountability and honesty
- Confident and empathetic manner
- Excellent attention to detail
- Interpersonal skills
- Organisational and time management skills
- Positive approach to change
- Professional approach

Other

- Current 'C' class (open) **manual** driver licence (essential)
- Current National Police Clearance (essential)
- Pre-employment medical including a drug and alcohol test (essential)

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY AN AUTHORISED REPRESENTATIVE OF PILBARA META MAYA REGIONAL ABORIGINAL CORPORATION

.....
Chief Executive Officer

.....
Date