

North Central District Health Department

9 Enfield - 31 North Main Street, Enfield, CT 06083 - (860) 745-0383 FAX (860) 745-3188
9 Vernon - 375 Hartford Turnpike, Room 120, Vernon, CT 06066 - (860) 872-1501 FAX (860) 872-1531
9 Windham - Town Hall, 979 Main Street, Willimantic, CT 06226 - (860) 465-3033 FAX (860) 465-3032
9 Stafford - Town Hall, 1 Main Street, Stafford Springs, CT 06076 - (860) 684-5609 FAX (860) 684-1768

Recruitment Announcement

Director of Health

North Central District Health Department

Closing Date: OPEN

(Interviews of selected candidates will be scheduled beginning November 15, 2015)

The Director of Health serves as the Chief Executive Officer of the North Central Health District Department (the "Department"). The Director of Health is responsible for the overall administration of the Department and supervising its personnel in carrying out the mandates of federal, state and local law, including the Connecticut Public Health Code and District Sanitary Code. The Director of Health is responsible directly to the Board of Directors of the Department. This position is subject to the approval of the Board of Directors and the Connecticut Commissioner of Public Health. Applicant **MUST HAVE a *Master's of Public Health Degree*** in order to qualify for this position.

All inquiries relating to this recruitment and submission of resume, cover letter and a minimum of three work-related references and any associated materials should be directed to:

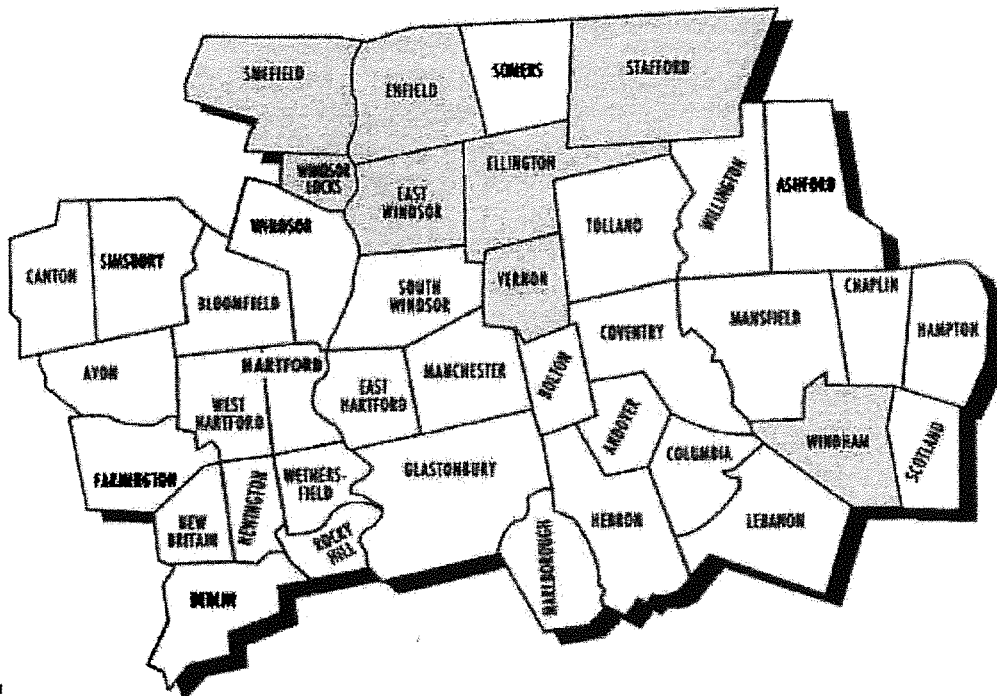
Diane Wheelock, Chair
North Central District Health Department
c/o Town of Vernon
14 Park Place, Third floor
Vernon, Connecticut 06066
860.870.3601
dwheelock@vernon-ct.gov

All responses must be complete to qualify. All documents must arrive in one packet.
Please see the attached information packet for more details.

North Central District Health Department
Director of Health Recruitment
Informational Packet

The North Central District Health Department (the "Department") is a full-time public health department with a full-time staff, funded by its member towns, user fees and an annual per capita grant from the Connecticut Department of Public Health. Member towns include East Windsor, Ellington, Enfield, Stafford, Suffield, Windham, Windsor Locks and Vernon. The Department is governed by a Board of Directors with representatives from the eight towns, in proportion to their population based on a statutory formula. The Department maintains a main office in Enfield and satellite offices in Stafford, Vernon and Willimantic.

The Department serves close to 166,000 residents and is the largest local health department in Connecticut. The Department's mission is to protect, promote and improve the health, environment, and quality of life for residents. Please see the Department's website at <http://www.ncdhd.org/> for specific information on its operations.



The following provides an overview of the key qualifications, demands, responsibilities, and attributes identified during the Department's succession planning process:

Minimum Qualifications

1. Relevant prior experience in a public health setting with increasing management or supervisory experience and experience in budget and fiscal development not less than five (5) years.
2. Credentials in Public Health Administration, Environmental Health and Public Health Emergency Preparedness.
3. A licensed physician with a degree in public health from an accredited institution, or a masters in public health (MPH) from an accredited institution.
4. A Registered Sanitarian or relevant public health experience.
5. A valid driver's license.

Strategic Demands of the Job

1. Collaborate with area health districts to increase regional services and economies of scale.
2. Dovetail Department operations with the existing Strategic Plan.
3. Engage the community in the development of a community health improvement plan.
4. Prepare the Department for accreditation by the Public Health Accreditation Board.

Specific Responsibilities of the Director of Health

1. Plan, organize and develop public health services for the geographic area served by the Department as needed in compliance with federal, state and local laws.
2. Provide administrative and professional leadership in evaluating complex public health strategies and develop approaches that maximize return on investment, contain costs, and improve operations and services. Establish metrics that demonstrate performance and return on investment.

3. Assess community health needs and establish programs to meet those needs while working in concert with the Board of Directors, state and local officials and other stakeholders.
4. Understand, interpret, explain and appropriately apply federal, state and local laws.
5. Prepare the annual operating budget for approval by the Board of Directors and be responsible to the Board for the proper disbursement of funds in accordance with the budget.
6. Collect funds available to the Department from member towns, the Connecticut Department of Public Health, license and other fees and other sources. Develop new sources of revenue.
7. Have excellent management and conflict resolution skills.
8. Manage and supervise staff, including the ability to plan and set objectives, direct and control varied programs, and develop and train employees.
9. Review and implement work place policies, procedures, initiatives and practices.
10. Provide professional direction and leadership for the Department as the chief staff person.
11. Represent the Department on behalf of the Board of Directors.
12. Network, collaborate, create partnerships and deal effectively with key stakeholders, end users and collaborators (e.g. Board members, towns, elected officials, citizen groups, DPH, medical director, providers, health administrators, related organizations, CADH, universities, developers, restaurateurs, licensees, complainants, violators, the general public)
13. Create positive relationships, interrelate well among many backgrounds and foster cooperation and enthusiasm in the administration of a varied, specialized group of health professionals.
14. Market and publicize the services of NCDHD, including good public relations and public education programs.
15. Advocate public health needs (e.g. with DPH and the legislature).
16. Effectively and efficiently utilize staff, advisors and consultants.
17. Serve as secretary and treasurer of the Board of Directors.

18. Serve the Department beyond normal working hours in emergency situations.

Personal Attributes

1. Knowledge of high-quality customer service and customer relationship management and ability to implement customer service at the Department.
2. Knowledge of statistics and epidemiology, sanitary practices, health promotion and risk reduction strategies and program implementation.
3. Ability to express ideas clearly and logically both written and orally.
4. Ability to be calm, tactful and thoughtful under pressure.
5. Ability to be flexible and adapt to constantly changing demands.
6. Ability to solve problems and implement solutions creatively.
7. Ability to handle matters independently and, when necessary, act as a back up for staff in their absence.
8. A professional appearance and manner.
9. Well organized and articulate.
10. Ability to maintain personal and professional balance in the face of overwhelming demands on limited resources.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. Hand-eye coordination is necessary to operate computer and other office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to concentrate on fine detail with some interruption. Needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to specific ideas, generally several at a time and to understand and relate to theories behind several related concepts. Able to remember task/assignment given to self and others over long periods of time.

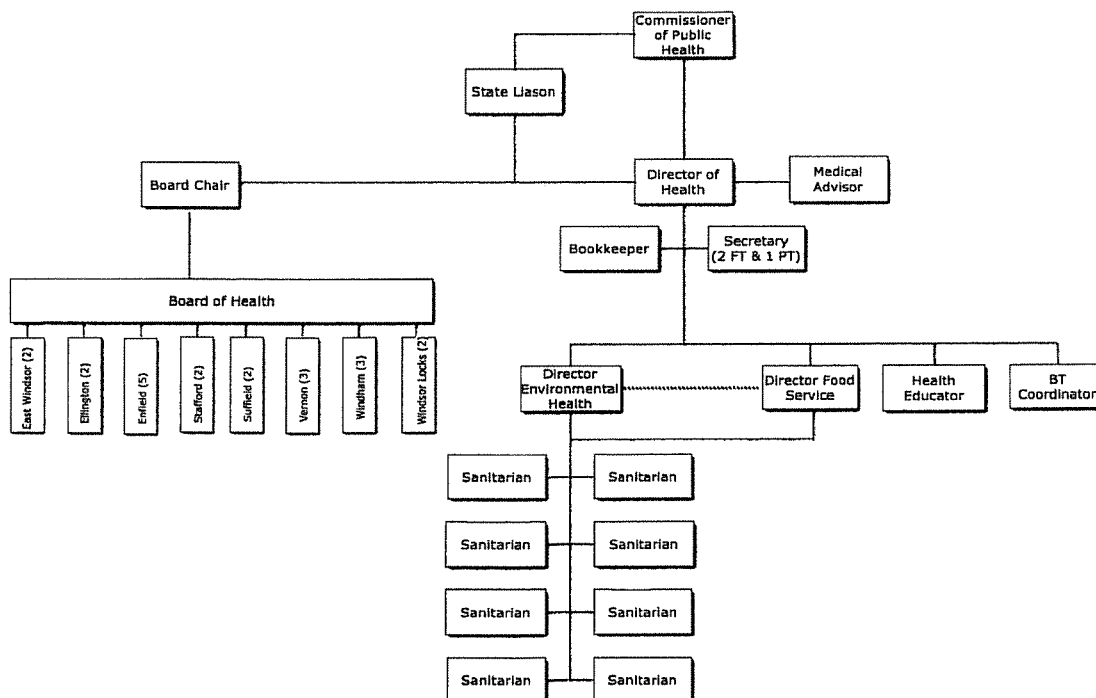
The employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and could be occasionally exposed to fumes or airborne particles, biological products, toxic or caustic chemicals, extreme cold, extreme heat and vibrations.

The noise level in the work environment is usually quiet to moderate.

Competitive pay and benefit package

Salary is commensurate with experience, up to an annual salary of \$125,000. Benefits include medical, dental, short and long term disability, group life, paid vacation, sick pay, paid holidays and retirement employer contribution, each in accordance with Department personnel policies.

The following provides an organizational chart of the Department:



The following provides a summary of the some of the areas in which the Department operates and provides a brief explanation of some of the responsibilities of the Department and the Director of Health.

Bioterrorism and Emergency Preparedness

All local health departments across Connecticut have been asked to develop plans to respond quickly and effectively should the need ever arise to respond to a case of bioterrorism. For over two years, the Department has been engaged in an all hazard and bioterrorism response planning effort. A particular focus of this planning has been on Smallpox and other possible biological weapons including Anthrax and pandemic flu.

The Department is responsible for updating and revising the Mass Dispensing Plan for Area 34. The population included in this Plan is estimated to be 173,583. One topic addressed by the Plan is Points of Dispensing (POD) for the Strategic National Stockpile, which would facilitate the distribution of medications to the population in an emergency. This document must be updated and revised quarterly.

Drills are required and keep staff prepared for large scale emergencies and real world events. Drills have been undertaken to test emergency communications including: opening the local Emergency Operation Center, interacting with other local stakeholders, operating handheld radios based on set frequencies and utilizing web-based communications such as web EOC.

Planning Meetings are an integral part of the planning process for emergency response. Meetings are held quarterly to update local departments. Hospitals within the Department's area have meetings to discuss such topics as ethical standards during limited resources, surge capacity and the handling of mass numbers of deceased bodies. Public health committees held by the State such as ESF8 and the Capitol Region Emergency Planning Committee occur during each month. The Department falls within two regions, Regions 3 and 4, requiring attendance at numerous meetings to stay abreast of new activities within each community.

Volunteer involvement in emergency response is critical. Database updating must take place periodically. Currently, we have two data bases for medical volunteers and non-medical volunteers. The Department currently has over 350 participants in the volunteer programs, many of whom are active and have been used in clinics and drills.

Medical supplies and emergency equipment are stored at secure locations throughout the Department's area. Refrigeration capacity has also been increased. Other supplies consist of generators, medical supplies, office equipment, flashlights, paper goods and other items needed to run a functioning dispensing site.

Food Borne Illness and Food Protection

It is the responsibility of the Department to investigate possible outbreaks of food borne illnesses. In such investigations, the Department's main concern is to stop such outbreaks, take samples and specimens to determine the source of the problem, and eliminate recurrence of such problems.

As major components of public health, food safety education and inspections are a priority for the Department. Part of the Department's mission is to reduce the risk of food borne illness and disease by ensuring food safety through education and, when necessary, enforcement.

As a requirement of licensing, all food service establishments must undergo routine inspections to monitor food handling practices and environmental factors that may contribute to illness or disease. The frequency of inspections depends on the classification of the food service establishment.

Establishment Licensing

Food service facilities are required to be licensed following an inspection by a registered sanitarian or certified food service inspector. Re-inspections are done as necessary to achieve compliance.

A food service license is required for any place where food is prepared and intended for individual portion service regardless of whether consumption is on or off the premises and regardless of whether there is a charge for the food. In addition to inspection of restaurants, the Department inspects cafes, bakeries, cafeterias, food vendors at fairs and carnivals, itinerant food vendors, shellfish vendors, grocery stores, food facilities in rest homes and convalescent homes, clubs, fraternal groups, churches and other non-profit organizations where food or beverages are offered or sold to the public. The Department also inspects cafeterias and eating facilities in the public and private school systems.

Currently the Department office issues licenses for over 850 establishments operating within the Department's area. This number does not include "temporary" events such as weekend food events and festivals that are issued permits and inspected as necessary.

The Department is also responsible for plan review for all proposed food service operations or additions to existing operations.

Communicable Disease

The Department receives daily reports from laboratories based on physician testing of their patients. These results are reviewed to determine which ones need follow up. For example if the Department receives a positive PPD with positive chest x-ray for TB, an

epidemiological study is done with respect to spread of the disease. Other family members, close relatives and depending on circumstances, workers or friends are tested with positive tests referred for physician follow up and medication.

Other illnesses such as Hepatitis A, Giardiasis, Campylobacteriosis, Salmonellosis and the like are also cause for Department investigation and follow up.

Environmental Health

Lead in Children

In accordance with Connecticut law, the Department follows up on cases of children with elevated blood lead levels. Physicians are required to have the blood lead levels of their patients under the age of 6 years old tested.

The Department maintains certified lead inspectors who conduct epidemiological investigations and inspections of the child's environment as deemed appropriate. The staff utilize an x-ray fluorescence unit (XRF) to detect lead paint in the home and take samples of dust, soil and water in order to determine the degree of the hazard and to assess how to reduce the child's exposure to lead in their environment.

The Department works with the child and parents/guardian, doctors, lead abatement contractors and the Connecticut Department of Public Health to ensure that the child's blood lead level is reduced and that their daily exposure to lead is eliminated.

Subsurface Sewage Disposal Systems

The subsurface sewage disposal system program regulates the installation and operation of septic systems within the Department. All sewage must be disposed of by subsurface sewage disposal systems, also known as septic systems, or by connection to public sewers.

The Department permits and oversees all installations of septic systems within the Department. In order to ensure compliance, the Department will issue a permit to discharge only after all inspections have been performed and the installation is deemed by the Department to be in compliance all requirements. If a septic system ceases to function properly and creates a public health nuisance, the permit to discharge is revoked and the Department requires the repair or replacement of the malfunctioning system issuing a new permit to discharge only after the repair or replacement is complete. Subsurface investigation requires preliminary site reviews, percolation tests, observation of deep test pits, review of plans, correspondence and consultation with engineers, builders and local officials and issuance of permits. The Department's activities are conducted to ensure proper operation of the septic systems installed.

The Department also reviews building additions and change of uses for properties that are serviced by on-site septic systems.

Private Water Supplies (Wells)

The Department oversees issues with private well water supplies. The Department consults with homeowners about their concerns regarding existing wells and their water quality. The Department tests well water with the assistance of the State Laboratory. We consult with the Connecticut Departments of Public Health and Environmental Protection where pollution is suspected. The Department reviews and approves applications and plans for drilling of new wells.

Day Care Centers

Day care centers are inspected by the Department once every two years to review environmental health and safety issues related to the building and grounds. Additionally, day care centers that serve meals are inspected approximately twice a year. The Department reviews health records, food handling, water, sewer and the general physical condition of the facility.

Public Pools & Bathing Beaches

The Department inspects public swimming pools, and whirlpools at hotels, apartments and condominium complexes, as well as public pools at schools or parks. The pools are checked for chlorine content, safety equipment and the operation of the pool filtration system.

The water at bathing beaches as well as the sanitary facilities are inspected. Beach water samples are sent to the State Laboratory on a weekly basis during the hot summer months. In cases where geese or excessive rain results in special concern in regard to human infections based on the quality of the water, beaches may be closed.

Beauty Parlors, Nail Salons, & Barber Shops

All new facility plans are reviewed by Department staff. The Department engages a state licensed cosmetologist to perform most yearly inspections for sanitation and infection prevention but the Department is involved in initial inspections and re-inspections.

Tattoo Parlors

All tattoo parlors must register yearly with the Department and present to the Department a letter from a physician with original signatures of the physician and the people the physician has trained in proper sanitary practice and infection prevention.

Complaints

The Department is responsible for the investigation of complaints with regard to public health hazards and nuisances. Complaints that are filed by the public often involve housing, trash, animal waste, rodents and insects. The Department also inspects complaints related to septic systems and wells, restaurants, and food borne illnesses.

Health Education

Community Health

The North Central District Health Department offers Health Education programs that are open to residents of the Department.

The Nutrition Education Program is a grant funded program sponsored by the Connecticut Department of Public Health and administered by the Department. The program is conducted by a registered dietitian with classes focusing on nutrition education, behavior modification, exercise demonstration, recipes, fat, fiber, calcium and sodium facts, along with a supermarket tour to explore food and their labels. The six week program also includes a one-on-one consultation with the registered dietitian.

Exercise Programs

The Department's exercise programs are very successful in attracting older participants that would probably not consider joining a gym. Exercise programs are held year round in accordance with the interest level. Most participants are exercising two or three times a week, while some participants exercise more frequently by choosing to participate in more than one exercise class each session. The variety of exercise programs which the Department has offered include: ACTIVE (Activity Class To Improve Vitality in Everyone), splashing action (a water fitness class), yoga/pilates, relaxation yoga with pilates, strength and stretch yoga, beginning and intermediate Tai Chi, and beginning and intermediate line dance.

Nutrition Education

Each year, the Department offers multiple adult nutrition education and weight management programs taught by a registered dietitian. The programs are offered for four or six week period, one class each week, with each class two hours in length.

Class information emphasizes the dietary guidelines for Americans while focusing on behavior modification, portion control with calorie, fat, cholesterol and sodium management. Participants also engage in a two hour supermarket tour where they are able to practice reading food labels with the assistance of the dietitian. The program concludes with the opportunity to sample low fat, low calorie foods presented by the Lincoln Culinary Institute.

Each participant also receives a recipe booklet comprised of various low calorie and low fat dishes. The six week program also includes a lipid profile and a one hour one-on-one consultation with the registered dietitian.

Childhood Obesity Prevention Programs

The Department holds programs in elementary schools about childhood nutrition and the tools needed to prevent or reverse childhood obesity. Classes meet once a week for four weeks and each class is two hours in length. Classes are taught by a registered dietitian and attended by parents/caregivers that have children up to 12 years in age. The focus is on habits that begin at home with a goal towards educating parents who in turn will pass on their good nutrition habits to their children.

The first three classes deal with nutrition education while the fourth class involves the whole family for a night of interactive exercise activities and taste testing of delicious low fat recipes. These recipes are prepared by the Lincoln Culinary Institute in Suffield. Pre and post tests are used as an evaluation tool. An interesting aspect of the classes is to watch family members taste test the low fat recipes. Parents are amazed as they observe their children tasting healthy nutritious food and liking them.

It is vital to educate as many parents in nutrition as possible. One class at a time, the Department promotes healthier families. The Department has worked with a physician doing research on childhood obesity to bring obese parents and their children into the program.

Asthma

“Putting on Airs” is an in-home asthma assessment and education program. The goal of this program is to reduce acute asthma episodes and improve asthma control through recognition and elimination/ reduction of environmental and other asthma triggers. The Putting on Airs program provides the client with a health education session focusing on patient education and asthma self management.

A health educator conducts the education session, while a registered sanitarian conducts an environmental assessment of the home. Follow-up is conducted with the patient/family at two week and three month intervals. The program is voluntary and referrals are made from emergency departments, health care providers and school nurses. The program has been shown to decrease asthma related adverse events with a goal of also reducing emergency room visits for uncontrolled events.