



IDENTIFICATION

Department	Position Title	
Health and Social Services	Environmental Health Officer	
Position Number	Community	Division/Region
49-13666	Hay River	Health Protection / South Slave

PURPOSE OF THE POSITION

The Environmental Health Officer is responsible for protecting public health and safety through consultation, education, investigation, enforcement and delivery of a broad range of risk-based programs to control factors in the human environment that adversely affect people's health.

SCOPE

Located in Hay River, the Environmental Health Officer (EHO) reports to the Chief Environmental Health Officer (Chief EHO), and is appointed a Public Health Officer under the *Public Health Act* and an Inspector under the *Tobacco Control Act*. By virtue of these appointments and a delegation of responsibilities received from the Chief Public Health Officer, the incumbent has a statutory duty to enforce these Acts and accompanying regulations. The EHO works independently and can perform its duties in all regions of the Northwest Territories (NWT).

The EHO serves as a technical expert for the GNWT on environmental public health matters.

The EHO implements environmental public health programs for drinking water, food service and supply, communicable disease investigation and control, air quality, solid and liquid waste disposal, community and environmental sanitation, recreational water safety, tobacco control, personal services (piercing, branding, tattoos, hair and nail establishments), disaster/emergency preparedness and response, injury prevention, environmental planning and impact analysis, long-range and local environmental contaminants, and control of any conditions likely to become injurious to public health. Program delivery occurs in settings such as restaurants, child care facilities, rental housing, water treatment plants, waste disposal sites, work camps, and tourist facilities. The broader work focuses on all public and non-public spaces that have a direct or indirect impact on public health

EHOs are also assigned program areas, or files to lead, in order to build expertise and ensure continuity of program delivery within the Environmental Health Unit.



EHOs are also assigned program areas or files to lead in order to build expertise and ensure continuity of program delivery within the Environmental Health Unit. EHOs collaborate and take advice from the Senior Environmental Health Advisor on matters related to the development of Environmental Health programs, Environmental Contaminants, Climate Change, and other emerging environmental public health issue,

RESPONSIBILITIES

1. Deliver comprehensive environmental public health programs to identify and take corrective action on immediate and potential risks to public health.

- Interpret and enforce acts, regulations, standards, policies and guidelines for the protection of public health and safety and implement progressive enforcement strategies to gain compliance.
- Assess, respond to and mitigate risks to public health and safety by leading or assisting in responses to immediate public health and safety risks, including the following activities:
 - Conduct inspections of premises and activities, issue and rescind permits.
 - Conduct risk assessments, gather information and conduct investigations using the principles of risk characterization in order to meet unit objectives and policies.
 - Issue orders to mitigate real or potential risks to public health.
 - Conduct searches and seizures, lay charges, serve the summons, prepare court briefs, attend court or legal proceedings as a witness or to give expert testimony and work with legal counsel to determine appropriate penalties in the event of successful prosecutions.
 - Investigate food and water-borne illnesses and human exposures to zoonotic diseases (e.g., rabies) to determine the cause, control spread, and take actions to prevent future occurrences.
 - Conduct high-level risk analysis to categorize and communicate health risks in complex circumstances.
 - Respond to complaints and inquiries as required.
- Work with colleagues and other GNWT, federal, municipal and First Nation government officials, the private and not-for-profit sectors, and others to maximize and expedite mitigations for public health and safety risks and promote public health.

2. Provide technical expertise in accordance with professional standards, federal/territorial/municipal legislation and evidence-based best practice to ensure that NWT environmental public health program goals and objectives are met.

- Assist in the development of risk-based programs, including but not limited to the program areas listed under Scope.
- Interpret and provide advice on applicable acts, regulations, codes, policies and procedures, and conduct research on the development of these instruments.



- Review, assess and approve plans and proposals. Examples include building and system plans for food establishments, water treatment plants, development proposals for mines and petroleum operations and identification of health risks associated with these developments.
- Develop and deliver educational and technical workshops, presentations and courses for target audiences such as operators of public drinking water systems, food service workers and regulatory agencies.
- Research and develop program materials (technical / non-technical brochures, forms and other educational materials for use by the general public or specific audiences.
- Participate in committees, working groups, conferences and public meetings that include government and non-government agencies and stakeholders.
- Participate in research projects.

3. Assist in providing operational continuity to, and best practices within, the Environmental Health Unit.

- Participate in cross-training and workplace safety initiatives.
- Maintain and update knowledge of environmental health issues through methods such as reviewing the literature, consultation with other professionals and attendance at relevant education programs.
- Participate in continuous quality improvement/quality assurance activities through methods such as evaluation and measurement of outcomes of programs, follow-up of unusual occurrences, identification and participation in research studies and contribution to the identification of new policies and best practices for the profession and the organization.

WORKING CONDITIONS

Physical Demands

Normal office environment for 50% of the time. Occasional lifting of equipment and materials of up to 25 kilograms in weight is required. The incumbent is required to walk, bend, reach, drive and walk in order to conduct inspections approximately 50 hours per month.

Environmental Conditions

Approximating 25 hours / month, the incumbent is exposed to hazardous and/or potentially infectious substances, odours and fumes, and higher than normal noise levels during inspections. Potential for dog or cat bites when investigating possible human rabies exposure and when teaching lay vaccinators how to administer rabies vaccination injections.

Sensory Demands

Sight, touch, smell and hearing are required simultaneously when performing field work, which occurs 25 hours per month.



Mental Demands

Clients may express dissatisfaction or become irate. Travel by air (both commercial and small charter) and road is required approximately 30 nights per year (away from home).

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of environmental health theory and best practices.
- Knowledge of and/or the ability to acquire and apply knowledge of relevant legislation, policy and standards.
- Knowledge of the judicial process.
- Knowledge of the use of testing equipment and computer programs.
- Decision-making skills to act independently and to take appropriate action in relation to potential or existing immediate health hazards.
- Conflict resolution and negotiation skills.
- Ability to acquire and maintain knowledge of environmental health issues.
- Ability to develop and deliver educational and technical workshops, presentations and courses for target audiences such as operators of public drinking water systems, food service workers and regulatory agencies.
- Ability to interpret and provide advice on applicable acts, regulations, codes, policies and procedures, and conduct research on the development of these instruments.
- Ability to conduct clear risk analysis to categorize and communicate health risks in complex circumstances.
- Ability to work in a cross-cultural setting.
- Ability to actively commit to upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A bachelor's degree from a program accredited by the Board of Certification, Canadian Institute of Public Health Inspectors and one (1) year of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

- Certification as a Public Health Inspector in Canada is mandatory.
- Active membership in good standing with the Canadian Institute of Public Health Inspectors.
- Continuous professional education is required to maintain competency and certification as a Public Health Inspector in Canada.
- Possession of a valid class 5 NWT driver's license.



Position Security

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive Position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred