



IDENTIFICATION

Department	Position Title	
Health and Social Services	Public Health Officer, COVID Education and Enforcement	
Position Number	Community	Division/Region
49-16104	Yellowknife	Office of the Chief Public Health Officer

PURPOSE OF THE POSITION

The Public Health Officer, COVID Education and Enforcement (Public Health Officer) is an appointed Public Health Officer under the *Public Health Act*, responsible for Territorial operations and delivery of the COVID Education and Enforcement Program in the Northwest Territories in accordance with the Chief Public Health Officer (CPHO).

The Public Health Officer works within the legislative framework which includes the *Public Health Act* and the *Summary Convictions Procedures Act*.

SCOPE

Located in Yellowknife and reporting to the Manager COVID Response and Transition (Manager), the Public Health Officer is responsible for providing education, enforcement and operational support activities through the Northwest Territories (NWT) for the programs designed to respond to COVID, as established by the Chief Public Health Officer. This may include any local, regional, or territorial activity to protect public health in accordance with the provisions found in the *Public Health Act*.

Under the direction of the Manager, the Public Health Officer oversees the conduct of investigations. The incumbent gathers input and information from community residents and governments, Royal Canadian Mounted Police (RCMP) and the Department of Municipal and Community Affairs (MACA) Emergency Management Organization (EMO), as well as businesses and acts a liaison between the Chief Public Health Officer and these individuals and organizations. The Public Health Officer may also be called upon to assist in local communication and public education efforts of any public health measures that remain in place or new, more localized public health measures.

The Public Health Officer may provide education verbally or in writing to the public or a business if found to be in contravention of the Public Health Act or that they could benefit from further guidance. They may also compel those charged with an offense under the Summary Convictions Procedures Act, in accordance with the Public Health Act, to court to speak the allegations against them.

This position contributes to the work of public health officials in mitigating the risk of importation of COVID and any new variants into the NWT. The Public Health Officer also looks for opportunities to control community spread by ensuring that the appropriate conditions and controls are in place and are being communicated out and adhered to by residents and businesses. Further, the position will communicate to stakeholders to ensure they are aware, educated and engaged on what they must do to adjust to possible restrictions or recommendations enacted at any given time.

The Public Health Officer provides information to the Chief Public Health Officer through the Manager COVID Transition and Response about the public's response to COVID and the associated public health measures, to aid in the development of appropriate programs and strategies to protect public health related to COVID.

The Public Health Officer will support the GNWT's community outbreak response in partnership with the RCMP, local community governments, and MACA EMO. This position maintains an inventory of available compliance and enforcement officers (GNWT redeploys and casuals) located throughout the NWT in collaboration with MACA EMO to assist in COVID outbreak response.

The Public Health Officer may be required to work consecutive days for sustained periods of time attributed to individuals not following public health recommendations and orders. The incumbent will be required to manage enforcement matters that can often escalate into highly charged situations necessitating skilled interpersonal skills and calm demeanour.

The incumbent may experience long periods of driving to communities,

RESPONSIBILITIES

1. Perform duties as an appointed Public Health Officer.

- Review complaints submitted by residents to the ProtectNWT COVID Call Centre and provide guidance and education to help businesses and community members keep themselves safe.
- Oversee and participate in promotion and awareness of the public health guidance in response to the COVID pandemic and communicates information and updates to all relevant community stakeholders.
- Respond to concerns/complaints from individuals and businesses related to public health measures.
- May exercise powers for the purpose of administering and enforcing the Public Health Act and regulations, including, but not limited to making inspections and investigations, entering premises, requiring the production of information and

document, and making copies of records.

- May, under the Reportable Disease Control Regulations, investigate cases of reportable diseases and direct the isolation of individuals or request further examination or treatment from a public health official.
- May, after consulting with the Manager and the Chief Public Health Officer, Deputy Chief Public Health Officer, Chief Environmental Health Officer or an Environmental Health Officer, subject to direction or guidance, issue an order as deemed necessary to protect the public health and provide public notice of the order, as required.

2. Coordinate educational and enforcement investigations.

- Inquire into the detail of complaints and gather information to support an investigation.
- Analyze and document findings and report to the Manager, as appropriate.
- Prepare detailed written reports highlighting the facts and determinations of the investigation against the relevant safety measures.
- Maintain files, collect information, and provide status updates, feedback and advice to the Manager and the CPHO.
- Conduct interviews with multiple individuals and agencies, as required.
- Provide either verbal or writing warnings or a Summary Offence Ticket Information (SOTI) to an individual or organization if found to be in contravention of the Public Health Act.
- Work with Justice to ensure the accurate information and files are available for any court hearings or actions required by the judicial system and ensure that the information is accurate and processed in a reasonable time.

3. Oversee COVID community and regional operations and program delivery.

- Support the GNWT's community outbreak response to COVID, in partnership with RCMP, local community enforcement/bylaw resources and MACA EMO during localized community or regional outbreaks.
- Implement regional and community outbreak response programs and procedures as established by the Manager and the Chief Public Health Officer.
- Work closely with community and regional leaders to ensure the working environment for COVID response during an outbreak is safe.
- Monitor and report on any incidents, potential risks and emerging issues.
- Maintain a list of available education and enforcement Public Health Officer reservists (GNWT redeploys and casuals) located throughout the NWT to support a community or regional outbreak response in collaboration with MACA EMO.
- Liaise and collaborate directly with the Indigenous and community governments.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

The incumbent will interact with people who may not follow social distancing and personal hygiene procedures.

Sensory Demands

No unusual demands.

Mental Demands

Residents or organizations may present as dissatisfied, emotional or potentially violent. Incumbent travels away from home, by air, approximately 30-40 nights per year.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of, and /or the ability to acquire and apply knowledge of the *NWT Public Health Act, Emergency Measures Act, Access to Information and Protection of Privacy Act and Health Information Act.*
- Knowledge of, and/or the ability to acquire knowledge of the regulations and guidelines on the COVID response provided by the Chief Public Health Officer.
- Ability to acquire knowledge of law enforcement theory, policy and best practices.
- Knowledge of court and court procedures, as well as methods and techniques to investigate, gather, collect and preserve evidence in preparation to present in a court setting.
- Able to ensure knowledge of policies, procedures and protocols related to the infection and prevention of transmission.
- Skills relating to the preparation of written reports highlighting the facts and determinations of the investigation against the relevant safety measures.
- Ability to work in a culturally diverse environment.
- Knowledge of investigation theory and methods.
- Knowledge of financial / operational management, legislation and policy development..
- Decision making skills to act independently and to take appropriate action in relation to potential or existing immediate health hazards.
- Ability to provide guidance and education to help businesses and community members keep themselves safe.
- Ability to act effectively and compassionately during crisis/ stressful situation.
- Ability to act confidently in conflicting and challenging situations.
- Interpersonal, verbal and written communication skills.

Typically, the above qualifications would be attained by:

A relevant post-secondary diploma such as Business Administration, Municipal and Public Administration, Public Safety, Community and Justice, with two (2) years of experience related to compliance and enforcement,

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Class 5 Driver's License

Proof of immunization in keeping with current public health practices is required.

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