



NOTICE OF VACANCY

<u>TITLE:</u>	Regional Field Trainer – Housing
<u>DEPARTMENT:</u>	Health
<u>POSITION STATUS:</u>	Full time, non-union position, grant-funded through 2025 with full benefits
<u>SALARY:</u>	Up to \$80,000.00 annually; DOQ

JOB SUMMARY AND OVERVIEW OF GRANT:

The Cities and Towns of Beverly, Danvers, Lynn, Marblehead, Nahant Peabody, Salem, and Swampscott received a grant to form a new cross-jurisdictional sharing arrangement known as the North Shore Public Health Collaborative (NSPHC). This NSPH grant includes funding for field-based training of staff for its own Shared Services Arrangement as well as other districts in the Northeastern part of Massachusetts.

NSPHC seeks a smart, energetic, and engaged individual for the role of Regional Field Trainer for Housing (RFTFH) to coordinate staff field training to conduct inspections in accordance with 105 CMR 410.00: Minimum standards of fitness for human habitation (State Sanitary Code, chapter II).

The RFTFH will coordinate between and across municipal public health departments, Boards of Health and state and local partners. The RFTFH will be responsible for program development to support staff training efforts in alignment with the implementation of the Massachusetts Special Commission's Blueprint for Public Health Excellence recommendations.

DUTIES AND RESPONSIBILITIES:

Work closely with staff from the Massachusetts Department of Public Health (MA DPH) Office of Local & Regional Health (OLRH), the MA DPH Bureau of Environmental Health (BEH), and the MA Department of Environmental Protection (MA DEP) to assess training needs in the Field Training Hub's region(s)

Develop a training plan that is flexible and responsive, and which fits the needs of both training staff and attendees. Implement that training plan, periodically re-evaluate and, where appropriate, adjust the training plan to meet changing regional needs.

Convene regular check-in meetings with municipal public health department leads, public health staff, and, where appropriate, elected, or appointed Boards of Health to ensure that shared public health services and the regional field- based trainings are meeting their needs and expectations.

Lead the management of the Regional Field Training Hub, providing training to field staff.

Build supportive training and capacity-building relationships with Public Health Excellence (PHE)-funded local public health staff.

Work with the OLRH and the designated PHE leads/coordinators for the training Hub to review PHE information and data regarding field training gaps and needs and identify staff for field training.

Be available to PHE training participants to respond to questions and challenges.

Attend training provided by Senior DPH Trainers and be prepared to raise regional specific challenges they can help Field Trainers plan for and resolve.

Work in consultation with DPH Senior Trainers to standardize curricula for the field training.

Set up the logistical needs for the field training sites/establishments being inspected and ensure accessibility and safety.

Design and provide standardized, hands-on, and accessible field training based on the standardized curricula.

Create in consultation with DPH Senior Trainers resources or learning aids.

Coordinate with the Senior Field Operations Coordinator the training dates, sites, and plans for notifying PHE groups.

Participate in central meetings or learning collaborative along with other Field Trainers. Provide requested reporting and assist Administrative Staff in required reporting.

Provide feedback to DPH Senior Trainers on best practices or changes to the training model/curricula.

Maintain or seek relevant credentialing and attend appropriate professional development training along with the centralized required training.

Work with the Senior Field Operations Coordinator to promote and increase access to credentialing.

Assist in the OLRH evaluation of the RFTH model.

Perform other duties as required.

QUALIFICATIONS:

Required Sanitarian or equivalent eligible.

Master's degree in relevant field or BA/BS with 5 years of relevant experience.

Strong verbal and written communication skills and/or experience with group/meeting facilitation or delivering a presentation to and engaging a diverse group of trainees.

PREFERRED QUALIFICATIONS:

A master's degree in public health or a related field.

A background in policy development, community engagement, and/or health education attained through either work experience or else a graduate degree in public health, education, or a related field is highly desired.

Credentialing or licensure as a MA Registered Sanitarian (RS/REHS) or a Certified Health Officer (CHO) is strongly preferred. Having achieved one or both of those credentials is not required at time of application but if one or more of those credentials will be a requirement of continued employment after a period of 1 year.

Membership and active participation in one or more public health professional associations is desired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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. While performing the duties of this job, the employee is frequently required to communicate and mobilize. The employee may be required to lift or move up to 20 pounds. Regular use of computer keyboards expected. The employee will be required to attend and facilitate events in various locations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Noise level may increase depending upon where work is being performed, as any outdoor field and site work may be performed in a variety of weather conditions, including inclement weather. Occasional travel to meetings and other communities also required.

Qualified individuals are encouraged to apply by sending cover letter and resume using this email address: jobs@salem.com. Position is open until a qualified candidate is chosen.

CITY OF SALEM, Human Resources, Lisa B. Cammarata, Director 98 Washington St., 3rd Floor, Salem, Massachusetts 01970

DATED: July 3, 2023

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