

South Heartland District Health Department

Job Description

TITLE: PH Program Coordinator, Environmental Health	OCCUPATION: Public Health Administration
POSITION STATUS: Full-time, Regular	FLSA STATUS: Non-Exempt
WAGE Range: \$22.75 - \$37.47	DATE: August 2026
REPORTS TO: Programs Supervisor	APPROVED BY: Michele Bever

QUALIFICATIONS:

GENERAL: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in a manner that is consistent with professional development standards of ethical conduct. The requirements listed below are representative of the knowledge, skill and/or ability required.

QUALIFICATIONS/EXPERIENCE: Bachelor's degree in the field of environmental health, biological, chemical or physical sciences, or engineering from an accredited college or university, with 30 course-hours of natural and applied science. Master of Public Health degree preferred. Experience working in general environmental health, developing and implementing program guidelines and structures to achieve goals, coalition/partnership development, and organizational and community engagement. Evidence of candidate's core competencies for public health professionals, desired. Registered Environmental Health Specialist (REHS) preferred, or willingness to work toward REHS status in Nebraska. Additional certifications may include certified pool inspector (CPI) and lead risk assessor.

CERTIFICATION, LICENSES, REGISTRATIONS:

- Valid Nebraska driver's license, vehicle and safe driving record required.

CONDITIONS OF EMPLOYMENT:

- Must comply with organizational and departmental policies and procedures and various laws and regulations.
- Must possess a valid Nebraska driver's license.
- Must successfully pass a background check.
- Must be able to work occasional evenings and weekends to fulfill project work plan activities and health department outreach activities.

JOB SUMMARY: The Environmental Health (EH) Program Coordinator is responsible for ensuring a healthy environment for the residents by preventing, mitigating, and containing environmental health hazards. The EH program coordinator provides environmental health services to citizens and protects the health and safety of the public from adverse environmental determinants. They ensure that local entities and individuals comply with environmental health related laws, regulations, ordinances, and codes. As an EH specialist the coordinator will inspect, investigate, provide technical assistance, and ensure compliance with applicable local and state public health and environmental laws, codes, regulations, and policies. This position includes a field-based component, so self-direction is critical. This role will conduct / oversee environmental health inspections and evaluations while making recommendations for action in programs requiring departmental approval, license, or permit. They work as a member of various teams or workgroups and work in a variety of settings and may work with any of the programs set forth in the authorities for a district health department and/or general environmental monitoring, education and intervention to protect human health, for example: indoor and outdoor air quality, water quality, swimming pool permitting and inspection, lead exposure prevention,

KEY JOB DUTIES:

Inspections

- Performs environmental health inspections and investigates complaints to verify compliance with state and local regulations; scope of work (e.g., air quality (NCIAA) and public swimming pools).
- Inspects and evaluates premises having environmental health significance, public swimming pools and, sites of alleged public health problems, and any other facilities of environmental health significance.

- Maintain a log of inspection reports that include at a minimum, the date of the inspection, findings, planned dates of future inspections, and actions taken based on the findings.
- Provides environmental health services such as foodborne or waterborne disease investigation and other detailed environmental health problems.

Enforcement Actions

- Identifies public health concerns.
- Applies and enforces compliance with county, city, and/or state laws, ordinances, statutes, policies, and regulations.
- Implements communication protocols for notifying other agencies of enforcement actions.
- Issues enforcement actions to businesses for non-compliance with required standards.

Technical Assistance and Education

- Provides environmental health information, interpretation, technical assistance, education, and regulatory compliance advice to individuals, groups, industry organizations, the public, and other local agencies such as in relation to sanitation requirements and environmental health problems.
- Provide education to staff, students, and other health and human service professionals in the community regarding environmental public health topics such as Know Your Well program, radon testing, and lead exposure. Partner with Hastings College, UNL, CCC-Hastings, UNMC COPH, local schools, and coalitions to promote environmental health learning opportunities.

Complaint Investigation and Response

- Investigates complaints regarding environmental health problems and environmental health hazards.
- Responds to public complaints and inquiries concerning environmental health matters in accordance with Department policies and procedures.
- Implements protocols concerning 24/7 access to resources for emergent or escalating environmental health hazards.

Emergency Preparedness and Response

- Collaborates with emergency preparedness and response teams to prevent, minimize, and contain adverse environmental health events and conditions.

Reporting and Documentation

- Collects data and may participate in research and demonstration projects to improve community health.
- Prepares and maintains detailed correspondence and inspection reports, including dates, findings, actions, summary, and status reports.
- Tracks environmental health complaint patterns.

Quality and Compliance

- Ensures that the services provided meet the program requirements.

Budget and Finance

- Maintains an accurate accounting record of all activities and funds used for purchase of samples by recording each expenditure and retaining for records all supporting receipts on a daily basis.
- Provides information to assist with setting fees.
- Contributes to the preparation and management of the program budget/s.
- Assists with grant proposals to support environmental health projects.

Community Engagement and Social Determinants

- Considers social determinants of health and health inequities in containment and mitigation strategies.
- Supports the relationship between the Health Department and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and Health Department staff; maintains confidentiality of work-related issues and Health Department information.
- Participates in research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.
- Contributes to Community Health Assessments and Community Health Improvement Plan implementation.

Planning and Implementing Activities/Coordinating Programs

- Plans, organizes, and directs activities and manages resources necessary to operate and maintain the specific program.
- Provides management and oversight of program activities.
- Develops and implements work plans related to the specific program.
- Monitors and manages initiatives critical to achieving measurable outcomes for assigned program.
- Thoroughly analyzes program goals and objectives and mobilizes teams to carry out expected goals.
- Uses surveillance data, best practices, and community input to develop program strategic directions, and plan and implement effective programs.

Communications/Outreach

- Coordinates the development and dissemination of materials used to inform families, providers, and the general public about population needs and services.

Program Quality and Compliance

- Reviews, analyzes, and interprets state statutes, regulations, and guidelines on an annual basis or more frequently as needed to ensure the program is meeting the needs of the given population.
- Supports quality improvement efforts and projects that ensure increased program quality, and effective and efficient use of resources.
- Participates in program financial, activity, and performance audits.
- Uses appropriate business processes and operates within policies, guidelines, and regulations established by the department and other governing or regulatory agencies.
- Collaboratively designs, develops, and implements policy initiatives that address health equity concerns while reducing the negative impact of a particular health issue.
- Supports office evaluation and analytical efforts and collaborates with evaluation staff to ensure community initiatives are making progress towards intended goals and have measurable outcomes for the priority communities.

Program Evaluation and Improvement

- Participates in continuous quality/performance improvement processes: Reviews program efficiencies, efficacy, and improvement opportunities relating to administration of services and program effectiveness.
- Develops and implements mechanisms to identify and assess processes and formulate solutions.
- Provides recommendations to Program Supervisor for program enhancements and improved performance.
- Provides recommendations for revision or development of expanded program initiatives, policies, procedures, and guidelines.

Community Partner Outreach/Collaboration

- Cultivates, maintains, and manages strategic relationships with community partners, leaders, community members, and organizations, and facilitates coordination of community efforts with health systems.
- Works collaboratively with other programs to create coordinated efforts and carry out program operations.
- Implements strategies and services within the program and with partners to include addressing health equity concerns.
- Supports the development of coalitions to obtain input and guidance on strategic directions and program services that include internal partners, external partner agencies, and affected communities.

Technical Assistance

- Provides subject matter expertise related to assigned programs, as well as evidence-based interventions that can be utilized by other partners.
- Coordinates training for community groups and health systems to promote program sustainability, increase program capacity, and encourage inclusivity for key populations.

Writing/Communication

- Contributes to written reports and assessments.
- Maintains ongoing communication with contractors and assigned DHHS project officers or other funder key contacts.
- Communicates complex information effectively, clearly, and concisely both in written and verbal form to a variety and range of consumers, from other agencies to professional partners, clients, community members and Board of Health.

Required Knowledge, Skills and Abilities:

Knowledge

- Knowledge of the principles and practices of program or project management and evaluation including logic models.
- Knowledge of and skill in providing effective leadership, direction, and supervision.
- Knowledge of tools and approaches to creating systems change.
- Knowledge related to a specific program or project may be required; may include the ability to apply understanding of disparate health impacts.
- Knowledge of social determinants of health and a commitment to health equity.
- Knowledge of community resources, key constituents, and community-based efforts with regard to one or more of the communities.
- Knowledge of principles of financial and resource management, including setting priorities and preparing the program budget, and allocating staff and other resources to meet objectives in a cost-effective and timely manner.

Skills

- Skilled in analyzing, compiling, and assessing data (e.g., budgets, goals and objectives, grants and contracts).
- Skilled in planning, organizing, and managing program or project activities to meet established objectives.
- Written and verbal communication skills to allow effective communication with fellow employees and the public.
- Communication and education skills to inform regulated entities of responsibilities for compliance.
- Leadership and training skills with an ability to coordinate and influence team members.
- Skilled in using Microsoft Office (Word, Excel, PowerPoint, Outlook) and other productivity software as needed.
- Creative problem-solving skills.
- Skills in applying the knowledge of environmental health principles to environmental health problems.
- Skills in enforcing environmental health regulations in a firm but tactful manner.
- Investigative technique, critical thinking, problem solving skills.
- Project and time management skills.
- Relationship-building skills.

Abilities

- Ability to communicate complex information in a clear and compelling way.
- Public speaking abilities: Ability to present, explain, and discuss the field of environmental health before small and large groups.
- Ability to facilitate meetings.
- Ability to resolve problems/conflicts in a diplomatic and tactful manner; exercising discretion in handling confidential information.
- Ability to gain compliance with environmental health laws, regulations, and ordinances with a minimal amount of formal legal enforcement.
- Ability to enforce regulations with fairness, firmness, and tact.
- Ability to read, interpret, and implement laws and regulations as well as communicate those laws and regulations to a wide variety of audiences.
- Ability to establish and maintain effective working relationships with a diverse population of clients, community-based agencies, and departmental personnel.

- Ability to take accurate notes, including notes to be used in legal proceedings.
- Ability to plan, organize, and implement programs and projects.
- Ability to work independently, but in a team-oriented work environment.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to manage a demanding and changing workload.

Other Expectations:

- Assist in leading and facilitating collaborative change initiatives with health system and community partners to meet work plan objectives and community health improvement plan (CHIP) goals.
- Contribute to SHDHD Strategic Plan priority implementation.
- Complete mandatory staff development and annual refresher trainings.
- Participate in additional approved staff development opportunities related to grant project implementation, such as conferences, technical assistance calls, workshops and trainings.
- Provide or ensure training and development of staff and partners and to support implementation of project strategies.
- Respond to emergencies. As directed by supervisor, participate in disaster support, communicable diseases, outbreaks, and investigations in whatever role designated. Work with communities to provide support in areas of need. Assist with planning, consulting, investigating, and providing technical assistance.
- Other duties, as reasonably assigned.

SCOPE OF AUTHORITY: This position will be responsible for training and supervising supporting personnel, interns, or volunteers.

SECURITY/ACCESS: This employee will be issued picture identification and will understand and comply with agency security/access policies and procedures.

EXPOSURE TO HAZARDS: 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. The noise and environmental temperature levels in the work environment are normal/moderate. Normal office exposures are present including electrical equipment, ink, computers, fax, disinfectants, etc. While performing the duties of this position, the employee is occupationally exposed to outside weather conditions. The employee may have to drive in inclement weather and must have the ability to navigate out-of-town travel. The employee will be exposed to a variety of environments when visiting business sites such as high noise levels, dust and pollution for short periods of time.

PHYSICAL/CRITICAL DEMANDS: The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation. This is an office-based position that requires out-of-office work, including public speaking engagements, community and partner meetings, and in-the-field program and services delivery. While performing the duties of this job, the employee must be able to remain in a stationary position for long periods of the time; walk short distances, climb stairs, stoop, stand; drive; use hands, fingers to handle or feel; reach with hands and arms; don and doff personal protective equipment; spend extended hours in front of a computer screen; and listen carefully to others on the telephone or in person. The employee must regularly lift and/or move up to twenty pounds and occasionally up to 40 pounds. Specific vision abilities required include those of close vision, distance vision, peripheral vision, depth perception, color distinction and ability to adjust focus.

SCOPE OF CONTACT WITH CLIENT POPULATION: In the course of performing the duties of this job, the employee may encounter volunteers, board members, and interested/impacted individuals from preschool to the geriatric age group, from varying cultural and ethnic backgrounds, from diverse regional locations, and from differing service-related sources.

IDENTIFIED CORE COMPETENCIES OF PUBLIC HEALTH:

Tier 2 – Program Management and Supervisory Responsibilities. These may include responsibilities such as developing, implementing, evaluating, and improving programs; supervising and mentoring staff; establishing and maintaining community partnerships; recruiting a diverse workforce; managing timelines, work plans, and budgets; advocating for program resources; making policy recommendations; and providing subject matter expertise (from: Core Competencies for Public Health Professionals, Council on Linkages, 2021).

There are 8 domains of public health competency: Data Analytics and Assessment Skills, Policy Development and Program Planning Skills, Communication Skills, Health Equity Skills, Community Partnership Skills, Public Health Sciences Skills, Management and Finance Skills, Leadership

and Systems Thinking Skills. Upon hire, new employees will complete a self-assessment of core competencies and, if needed, will work with their supervisor to develop a plan for core competency development that will support their specific position.

Upon Hire:

I have read the above job description and agree to carry out the responsibilities described therein.

Signed: _____ Date: _____

Director: _____ Date: _____