

Health Officer

Nature of Work:

This position is administrative in nature. The duties of the Health Officer include administrative functions, communicable disease control, environmental health protection and nuisance control, and other duties as needed. The general duties of the Health Officer apply to complaints, nuisances, and threats that might result in any conditions or behavior that can reasonably be expected to place others at significant risk of exposure to infection with a communicable disease.

Some aspects of this position are required by Maine law Title 22 Maine Revised Statutes Annotated (M.R.S.A.)

The Health Officer is a public health official appointed for a three year period and responsible to the Board of Selectmen (BOS). The Health Officer is subject to the supervision and direction of the Commissioner of Maine Center for Disease Control and Prevention (CDC) with the Department of Health and Human Services (DHHS).

Essential Duties and Responsibilities:

Duties as stated in Maine law title 22 M.R.S.A. 454-A, within jurisdictional limits, a local health officer must:

- * Make and keep a record of all proceedings, transactions, ordinances, orders and rules acted upon by the local health officer.
- * Report to the Commissioner of Maine CDC or the Commissioner's designee facts that relate to communicable diseases and cases of communicable disease as required by the DHHS rules.
- * During a declared health emergency, as defined in section 802, subsection 2 and 2-A, report to the Commissioner or the Commissioner's designee facts regarding potential notifiable diseases and cases that directly relate to the declared health emergency, as the rules of DHHS require.
- * Receive and examine the nature of complaints made by members of the public concerning conditions posing a public health threat or a potential public health threat.
- * With the consent of the owner, agent or occupant, enter, inspect and examine any place or premises where filth, whether or not the cause of sickness, or conditions posing a public health threat are known or believed to exist. An agent with special expertise appointed by the local health of-

ficer

may inspect and examine the place or premises. If entry is refused, the local health officer shall apply for an inspection warrant from the District Court, pursuant to Title 4, section 179, prior to conducting the inspection.

- * After consulting with the commissioner or the commissioner's designee, order the suppression and removal of nuisances and conditions suspected of posing or found to pose a public health threat.
- * Act as a resource for connecting residents with the public health services and resources provided by the Maine CDC.
- * Enforce all state laws and rules of DHHS, and call for assistance of law enforcement officer if necessary.
- * Provide an annual report to the BOS of all complaints received and actions taken in capacity as Health Officer.

Requirements of Work:

- ☐ Familiarity with authorities, duties, intent, and parameters of the Local Health Officer statutes.
- ☐ Knowledge of how to address common situations faced by Local Health Officers.
- ☐ Ability to learn about emerging health issues that may affect the work of Local Health Officers.
- ☐ Ability to organize work and establish priorities.
- ☐ Ability to establish and maintain effective working relationships with other Otis-field officials, employees, department heads as well as officials from other towns of the State.
- ☐ Ability to manage job related stress.
- ☐ Ability to exercise discretion, tact, and diplomacy at all times.
- ☐ Commitment to protect the confidentiality of the citizenry.

Training and Experience Required:

- ☐ Must hold a high school diploma or General Equivalency Diploma (GED) or documentation of successful completion of a home schooling program.
- ☐ Must be qualified by education, training and experience in the field of public health, or a combination as determined by standards established by Chapter 294: "Rules Governing Qualifications of Local Health Officers" of DHHS, Maine CDC.


Necessary Special Requirements:


- ☐ Must be at least 18 years of age.
- ☐ Must be authorized to work in the United States.
- ☐ Must complete at least one six-hour training provided by the Maine CDC every three years to meet the required Local Health Officer Qualifications.

- ☐ Non-qualified Health Officers must meet qualification standards adopted by Department rule no later than six months after appointment. A waiver may be granted by the Department pursuant to Section 7 of Chapter 294.

Accepted this day: _____


Hal Herguson


Rick Micklon


Lenny Adler