

Job Description	Environmental Health Officer
Division:	Gascoyne Outreach Service – Environmental Health
Reports to:	Environmental Health Coordinator
Direct Reports:	1
Award / Agreements	Common Law Contract of Employment NES Fair Work Conditions
Approved by CEO	Endorsed by CEO (Deborah Woods) – 21/07/2021 Updated & Endorsed by CEO – 24/08/2022

1. MISSION STATEMENT

GRAMS mission is to provide high quality and progressive health care to Aboriginal people.

2. POSITION PURPOSE

The Environmental Health Officer will assist in the implementation of environmental health initiatives for the Geraldton Regional Aboriginal Medical Service (GRAMS) Gascoyne Outreach Service (GOS). This position is involved in assisting to reduce the risk and incidents of environmental health issues for the Aboriginal communities in the North West Gascoyne region of Western Australia. This includes, but not limited to drinking water, waste management, solid waste, housing supply and maintenance, power supply, animal management, food safety and supply, pest and mosquito control climate control and emergency management.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity. Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Customer Focus and Confidentiality throughout the course of their duties.

3. KEY CUSTOMER AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

INTERNAL

- Maintains close working relationships with other officers and team members of GRAMS.
- Given the range of tasks, this position has contact with most Aboriginal Community members.

4. RESPONSIBILITIES OF THIS POSITION

Key Result Area	Position Responsibilities
DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> Assist the Environmental Health Coordinator (EHC) in the delivery of activities directly related to environmental health issues.

	<ul style="list-style-type: none"> – Assist with the monitoring of environmental health issues in communities. – Liaise with local groups and the community council regarding environmental health activities. – Participate in checks of facilities and equipment in communities as directed. – Undertake training in environmental health. – Ensure that a log/register of all activities is maintained. – Assist with the identification of specific areas of focus for GOS in conjunction with the EHC. – Assist with routine visits to communities and inspections of environmental issues. – Assist in health promotion activities as it relates to environmental health. – Promote healthy lifestyle actions. – Communicate and liaise with communities regarding environmental health. – Contribute to and participate in health promotion activities. – Maintain all equipment in a safe working order at all times. – Complying with safe work instructions and standard operating procedures. – Undertake risk assessments prior to commencing any activity requiring use of machinery. – Complete an abide by travel plans.
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> – Uses self-assessment and peer review to regularly assess own competence. – Participates in performance management using the GRAMS Performance Appraisal Process. – Maintains skills in CPR and other relevant first aid as required.
OTHER	<ul style="list-style-type: none"> – Perform other duties as required or requested by GRAMS CEO or manager.

	<ul style="list-style-type: none"> – Participates in continuous quality improvement activities and applies quality improvement principles to all duties performed. – Attends workshops and training as required. – Attend and participate in Staff Development Days. – Identify and assist to reduce Work Health & Safety hazards and risks. – Follow the reasonable direction of Work Health & Safety representatives. – Contribute to the achievement of the objectives of GRAMS by providing a positive work environment.
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5. COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role.

JOB SPECIFIC COMPETENCIES

General skills, experience and knowledge

ESSENTIAL:

- Knowledge of environmental health as it applies to remote communities.
- Demonstrated communication skills particularly in relation to Aboriginal people.
- Knowledge and understanding of the unique issues affecting and impacting on the health and wellbeing of Aboriginal people.
- Willingness to be flexible in the approach to work.
- Ability to work under the guidance and direction of designated staff.
- Willingness to participate in training and development.
- Ability to work in collaboration with other health service staff and community groups.

DESIRABLE

- Willingness to undertake Certificate III in Environmental Health.
- Understanding and ability to use Microsoft Office and other computer software.
- Previous experience in an environmental health program.

PRACTICE REQUIREMENTS

- You need to obtain a Police Clearance.
- A current Working with Children Clearance or able to obtain one.
- A current unrestricted vehicle driver's license.

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- You can be tested for having used drugs at any time.

I certify that I have read and understood the responsibilities assigned to this position.

Name	
Signature	
Date	