



# TORRINGTON AREA HEALTH DISTRICT

350 Main Street ♦ Suite A ♦ Torrington, Connecticut 06790

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*“Promoting Health & Preventing Disease Since 1967”*

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## Torrington Area Health District Position Announcement: Public Health Specialist

### **Supervision Received:**

Works under the general supervision of the Director of Health

### **Education and Certifications Required:**

- Bachelor of Science Degree in public health or related field. Master of Public Health Preferred.
- Lead Inspector / risk assessor certification preferred
- Must possess and maintain a valid CT driver's license

### **Examples of Duties:**

- Assist in administering the TAHD Immunization Action Plan grant
- Assist in administering the Opioid Prevention Program
- Monitor emerging public health issues, identify resources in the community, build collaborative relationships with other public and private agencies, and perform other related duties as requested
- Develops and implements specialized health education and health promotion programs for schools, work sites, community organizations, and individuals.
- Informs the general public, and community partners on public health issues such as disease prevention, chronic disease management, nutrition, physical fitness, smoking cessation, prevention of sexual abuse, first aid, accident and poisoning prevention, stress reduction, emergency preparedness, and promoting wellness in the workplace
- Performs core public health functions such as community health assessments and developing community health improvement plans, participating in departmental preparedness planning and emergency response activities
- Formulates disease prevention and health promotion strategies.
- Collaborates and networks with local leaders, local hospitals, community partners, and community groups to define community health goals, establish objectives, determine program priorities and evaluation criteria.
- Serves as a public health resource and acts as facilitator when necessary.
- Compiles reports, prepares and delivers speeches to community groups, civic organizations, and professional groups.
- Coordinates exhibits for community health fairs and events.
- Works closely with media to educate and inform community of public health issues.
- Responsible for writing and implementing community health grants and ensuring deliverables and financials are met and reported on time.
- Establish and maintain relationships with state, community, and public agencies that are committed to improving public health.
- Assists with communicable disease follow up, childhood lead case management, phone consultation, emergency preparedness planning and training, education, attending meetings and working at flu clinics.
- Performs related work as needed or assigned.

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**Borough of Bantam, Bethlehem, Canaan, Cornwall, Goshen, Harwinton, Kent, Borough of Litchfield, Litchfield, Middlebury, Morris, Norfolk, North Canaan, Plymouth, Salisbury, Thomaston, Torrington, Warren, Watertown, Winsted**

The Torrington Area Health District is an equal opportunity provider, and employer. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C., 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD).

**Minimum Qualifications Required (Knowledge, Skills, & Ability):**

- Experience in public health and/or medical setting preferred.
- Considerable oral and written communication skills.
- Considerable computer skills.
- Ability to establish and maintain working relationships with associates, collaborative agencies, and the general public.
- Ability to plan, organize, and implement a health program.
- Ability to analyze, evaluate, and interpret data.

**Physical Requirements of the position:**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Salary/Benefit**

- Pay will be commensurate with experience
- 35 hour work week, Paid vacation, sick time, personal days, and holidays
- Health, life, dental, and long-term disability insurance
- District contributes 7% of gross annual salary to a retirement plan
- A deferred compensation plan is also offered to employees to contribute to on their own

**Probationary period:** The probationary period for this position shall be six months

**Please submit cover letter and resume to Robert Rubbo, Director of Health 350 Main Street Torrington, CT 06790 or by email to [rrubbo@tahd.org](mailto:rrubbo@tahd.org) no later than March 20, 2020.**