

Summer Job Opportunity

Summer Health Department Aide

The **Town of Windsor Health Department** is currently accepting online applications for an undergrad/graduate student to work 31 hours a week from May thru August in the environmental health division. Duties include, but are not limited to, sorting, collating and compiling materials; maintaining files and keeping simple records; operating basic office machines; scanning and archiving records, and files; and performing miscellaneous tasks and projects as deemed necessary. Specifically, the new hire will be involved in code enforcement, inspection, mosquito control and program development while working alongside the code enforcement inspector and health inspectors. There will also be periods throughout the summer in which work with the public health nurse and the health director will be required.

Applicants must have the ability to understand and follow oral or written instructions; learn assigned tasks readily; and, adhere to office routines. ***Applicants should have a strong desire in pursuing a career in the public health field.*** Candidates must enjoy working with the public and should possess good customer service skills. A valid driver's license in good standing is required. The hours can be flexible but have to be worked between 8am to 5pm, Monday thru Friday. The salary is \$13.00 an hour.

Successful candidates will be subject to the Town of Windsor background screening process, which includes a criminal background check for candidates 18 years of age or older, a motor vehicle history check, and a pre-employment drug screen.

To apply for this position please complete an on-line application at www.townofwindsorct.com/human-resources. The deadline for submission of application materials is **Tuesday, March 31, 2020 by 5:00 p.m.** The Town of Windsor is an Equal Opportunity Employer and values diversity at all levels of the workforce. **EOE/AA**