

37.5 Hrs.	Health Agent	Job Posting	
Direct Report	Community Services Director	Grade	G \$54,542 – \$67,841 Annual
Department	Public Services	FLSA	Exempt
Division	Public Health	Bargaining Unit	Non- Union
Date	May 2015	Location	Town Hall

**Summary**

The Health Agent oversees Public Health for the Town of Reading. This includes developing professional relationships with the Reading Board of Health, Town of Reading colleagues, community partners and the general public. The goals for Public Health include education, community collaboration and customer service. The Health Agent uses a combination of compliance assistance and enforcement to protect public health and welfare.

**Essential Functions**

1. Act as Agent for the Reading Board of Health and attend Board of Health meetings. In some cases the Agent may be required to attend court hearings or proceedings.
2. Lead a team of public health professionals to ensure compliance with Massachusetts laws, statutes, regulations, and codes under the jurisdiction of public health.
3. Lead a team of public health professionals on public health initiatives including: emergency preparedness, compliance with State Sanitary Code, State Environmental Code, local bylaw regulations, and state laws/statutes as required such as food, housing, lead, nuisance, solid waste, hazardous waste, swimming pools, tanning, massage, body piercing, air pollution, septic systems, subdivision regulations and others.
4. Develop public health goals and implement strategies to improve the health of the community.
5. Develop health promotion programs and community education.
6. Collaborate with a wide range of stakeholders in delivering public health services.
7. Utilize all available resources to solve diverse public health issues.
8. Attend staff meetings, trainings, and professional development seminars.
9. Additional duties as required by the department.

**Minimum Qualifications**

1. Bachelor’s Degree in related field, Master’s Degree in Public Health or related field preferred.
2. Four (4) years of related experience in public health or closely related field.
3. CPR certification.
4. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for the Health Agent. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at [www.readingma.gov](http://www.readingma.gov) until June 15, 2015.

A full Job Description is available upon request

Judith Perkins

Human Resources Administrator

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