



TOWN OF DIGHTON
BOARD OF HEALTH
1111 Somerset Avenue
Dighton, MA 02715
774 872-0943

Title: Board of Health Member
Department: Board of Health
Reports to: Town Administrator, Board of Selectmen
Salary: \$387.50 Monthly
Supervision: Works under the broad policy guidance of the Massachusetts Department of Public Health and the Massachusetts Department of Environmental Protection.

Two Positions are currently available. One position will be filled with a start date of May 1, 2022. The second position will be filled with a start date of July 1, 2022.

Date: March 21, 2022

General Purpose: Under Massachusetts General Laws, state and local regulations and community direction, Boards of Health are held responsible for disease prevention and control, health and environmental protection and promoting a healthy community. Boards of Health serve as the local arm of both the Massachusetts Department of Public Health and the Massachusetts Department of Environmental Protection. To fulfill our duties, we develop, implement and enforce health policies, oversee and conduct inspections to ensure that the basic health needs and the environment of our community are being met.

Minimum Qualifications:

The appointment of individuals to the Board of Health should have, at a minimum, a general understanding of the principles, practice, and importance of local public health. Although Massachusetts has not established credentials for members of local boards of health, the town prefers and recommends that members of the Dighton Board of Health collectively have an understanding of food protection, public health emergency preparedness, community sanitation, minimum housing standards, animal control, storm water, landfill management, swimming pools and septic systems.

Duties and Responsibilities:

1. Participates with the 3 member Board of Health to manage the day to day functions and operations for the delivery of public health services including the assignment of the duties and responsibilities of the public health staff;

2. Ensures the fair and unbiased application of public health statutes, regulations, policies and town bylaws,
3. Maintains a public health policy manual,
4. Promotes collaboration and cooperation among the Board of Health and other town departments, boards and commissions,
5. Works with the Town Administrator and Board of Selectmen to ensure communication and transparency,
6. May write for approval at Town meetings or Board of Health meetings, as appropriate, new or amended bylaws and regulations as necessary.

Training and Continuing Education: Members of the Board of Health should be committed to training and continuing education on public health statutes, regulations, policies and emerging public health issues, The appointee shall complete the following training programs within the specified time period,

1. Incident Command Structure (ICS) 100 within 45 days of appointment,
2. National Incident Management System (NIMS) 700 within 90 days of appointment,
3. A Serv-Safe Management or other recognized food safety certificate program within 12 months of appointment,
4. Massachusetts Association of Health Boards Annual Certificate Program in the year of appointment and once every three years thereafter,
5. Foundations for Local Public Health Practice Certificate Program at the Massachusetts Local Public Health Institute within 18 months of appointment.

Length of Term: Terms shall be one, two or three years at the discretion of the Board of Selectmen. The incumbent must notify the Town Administrator of his/her intention to seek reappointment as a member of the Board of Health at least 90 days prior to the end of their terms. However, such notice does not guarantee reappointment.

Meeting Schedule: The Board of Health will meet at a minimum once per month. Any notification of additional meetings, if required, will be scheduled 48 hours in advance. Emergency meetings or field work may be held with no advance notification. Individuals appointed to the Board of Health must make a commitment to be available for emergencies or other circumstances that require their prompt attention.

Physical Requirements: Light to moderate physical effort is required when working in the field. The employee is frequently required to stand, walk, sit, speak and hear and use hands to operate office and other equipment as necessary. Vision requirements include the ability to read routine documents including fine print, use a computer and operate a motor vehicle.

Application Process: All applicants are required to submit a completed Town of Dighton employment application along with a resume and cover letter by e-mail to rgrassie@dighton-ma.gov. The employment

application may be obtained on the employment page of the Town's website, dighton-ma.gov. Applicants are strongly encouraged to apply via e-mail. Applications will also be accepted by mail or hand delivery to the Board of Health 1111 Somerset Ave., Dighton, Ma. 02715.

This posting will be on-going until both positions are filled.