

**Company Name: Cambridge Health Alliance**  
**Position Title: Public Health Compliance Specialist**  
**Location: Cambridge, Massachusetts, United States 02138**

**Location:** CHA Windsor Street Care Center

Work Days: 40

Category: Professional and Management

Department: CPHO Administrative Office

Job Type: Full time

Work Shift: Day

Hours/Week: 40.00

Union: No

Union Name: Non Union

**DEPARTMENT DESCRIPTION:**

The mission of the Cambridge Public Health Department (CPHD) is to improve the quality of life for all who live, learn, work, and play in the city by preventing illness and injury; encouraging healthy behaviors; and ensuring safe and healthy environments. CPHD protects and promotes the health of everyone in Cambridge through services, information, policies, and regulations. This is a public agency position in a department that has the full statutory authority of the Board of Health for the City of Cambridge.

**Summary:**

This position serves the primary function of assuring the health and safety of people who live, visit, or work in Cambridge by conducting field inspections, enforcing state and local public health regulations through professional written and verbal communications and public hearings, and maintaining and updating records and permits for regulated activities, including Beekeeping, Body Art, Bodywork Therapy, Indoor Ice Rinks, and Tanning Establishments.

The Public Health Compliance Specialist will also assist in the resolution of environmental health complaints and address emerging environmental health hazards in accordance with applicable regulations, and through other means of assistance as necessary, including education, outreach, appropriate referrals, and policy development.

This position will report directly to the Environmental Health Manager for Compliance and Inspection.

**Responsibilities:**

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- Perform inspections requiring technical and professional judgment in the areas of public health and environmental health.
  - o Inspections include recording written observations, citing code violations, providing education on corrective actions, reviewing required records and documentation, evaluating training credentials, and reviewing plans, including exposure control plans for body art/tattoo establishments.
- Prepare and maintain inspection reports and records, including written violation notices and recommendations for compliance.
  - o Enter and maintain data in electronic records, including Excel, Access, and online systems; run queries as needed for reports.
  - o Draft written orders to correct violations and conduct follow up inspections for compliance.
  - o Prepare for administrative hearings and disciplinary actions as needed.
  - o Present professional and objective recommendations at public hearings.
- Perform administrative functions and permitting activities for the following regulatory programs:
  - o Beekeeping, Body Art/Tattoo Establishments, Bodywork Therapy Establishments, Indoor Ice Rinks, and Tanning Establishments.
- Assist in migration of permit workflow and inspection reports to an online system and maintain electronic records. Work will involve creation and editing of forms in permitting and inspectional software.
- Conduct research and stakeholder outreach to update regulations, particularly body art and bodywork therapy regulations.
- Collaborate with other local and state agencies as necessary to address cross-jurisdictional and/or multi-disciplinary issues, and engage in investigation, research, problem-solving, and policy approaches to public health concerns related to environmental exposures that extend beyond the scope of existing regulations.
- Oversee maintenance, calibration, and recordkeeping for analytical equipment.
- Additional Duties
- Participate in activities related to strategic plan and other plans as needed.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Other information:**

- Education/Training:
  - ? Bachelor's degree (BA/BS) in biology, chemistry, engineering, environmental science, environmental health, other basic health sciences or public health required.
  - ? Master's degree in public health (MPH) with a concentration in environmental health preferred.
- Licensure:
  - ? MA Registered Sanitarian License (RS) or NEHA Credential (REHS) preferred.
  - ? Valid Class C Massachusetts driver's license and vehicle registration, and the use of a private vehicle for work purposes required.
- Certifications:
  - ? One or more preferred: Certified Mold Inspector (CMI), Asbestos Project Monitor (PM), Asbestos

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Inspector (AI). EPA Lead Renovator

- Work Experience:

? At least three years of applicable professional experience preferred; masters-level training may substitute for some of the required experience. Recent graduates should demonstrate at least one year of professional experience in the workforce. Experience drafting written communications in a business and/or legal context preferred.

- Required Skills:

? Attention to detail.

? Maturity and flexibility to handle multiple time demands and frequent modifications in priorities and objectives.

? Ability to problem solve by identifying issues, gathering appropriate data, determining accuracy and relevance of information, using judgment to evaluate alternatives, and presenting logical recommendations.

? Ability to properly store, maintain, log and use hand-held air quality and other monitors in residences, businesses and other public settings.

? Ability to organize work by setting priorities, determining resources needed, defining short and long term goals, and reporting progress towards goals.

? Ability to work independently.

In keeping with federal, state and local laws, Cambridge Health Alliance (CHA) policy forbids employees and associates to discriminate against anyone based on race, religion, color, gender, age, marital status, national origin, sexual orientation, gender identity, veteran status, disability or any other characteristic protected by law. We are committed to establishing and maintaining a workplace free of discrimination. We are fully committed to equal employment opportunity. We will not tolerate unlawful discrimination in the recruitment, hiring, termination, promotion, salary treatment or any other condition of employment or career development. Furthermore, we will not tolerate the use of discriminatory slurs, or other remarks, jokes or conduct, that in the judgment of CHA, encourage or permit an offensive or hostile work environment.

Apply Here: <https://www.click2apply.net/zW4Y64UdB5z54t2YgFrd2E>

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