



Health Services Summer Internship Position

The following is a description of the duties of the Health Services Intern.

Position Purpose

This position is responsible for the enforcement of Village regulations and codes adopted to maintain and promote health, safety, aesthetics, and welfare concentrating on property maintenance, public health and municipal code enforcement.

Relationship

Reports to: Environmental Health Inspectors, Deputy Director, Director of Community Development;

This position also interfaces with other Department personnel and Departments in the Village.

Responsibilities

1. Performs scheduled and unscheduled inspections related to property maintenance, health and sanitation and related municipal code enforcement efforts, such as weed and grass control, proper garbage/refuse storage and disposal, insect/rodent control.
2. Prepares reports and correspondence.
3. Cooperates with the Environmental Health Inspectors and other Department personnel as necessary.
4. Communicates with employees outside the Department. Understands the importance of sharing information, and reporting the status of investigations as necessary.
5. Performs a number of miscellaneous duties that assist in the effective operation of the department's office, such as answering telephone inquires and assisting residents.
6. Appears as a witness before court in reference to the issuance of citations for Village Ordinance violations.

Essential Job Functions

Must:

1. Provide a healthy, safe and clean environment for residents through fair and impartial enforcement of applicable Village codes.
2. Provide courteous and effective response to complaints.
3. Spend varying amounts of time outdoors.
4. Be able to walk, bend, stoop, and climb stairs on a daily basis.

5. Effectively communicate with the public and fellow employees.
6. Have proficiency on a computer especially WORD and EXCEL.

Minimum Position Requirements

1. Have the ability to understand municipal regulations and codes.
2. Have the ability to clearly and effectively communicate orally and in writing.
3. Must have good time management skills to complete the duties assigned on a timely basis.
4. Have the ability to establish and maintain effective and diplomatic working relationships with the public, property owners, professionals, and to provide firm, consistent and fair enforcement of municipal regulations.
5. Must obey all Village and Department safety rules and regulations.
6. Must have a valid State of Illinois driver's license.
7. Must successfully complete a health physical, drug screening & background check.

Project

Must complete a project assigned by the Environmental Health Inspectors that will improve Department operations or functions.

Education

Must have bachelor's degree or working towards a degree in environmental health/science or physical/biological science.

Compensation: \$14.40/hour (pending Village Manager approval)

To apply for this position, please send your resume to kgonsur@elkgrove.org.