

Position: Environmental Health Associate (Admin Specialist III)

Start/End Date: Immediate start date through June 2025

Work type: Contract (Hourly)

Compensation: up to \$21/hour for 40/hrs/wk

Location: Culpeper Health Department, 640 Laurel Street, Culpeper, VA 22701

Consider joining the Virginia Department of Health as we foster healthy and resilient communities. This is your opportunity to serve the public in the Environmental Health Department as an Environmental Health Associate at the Rappahannock Rapidan Health District.

Rabies investigations:

- Pursues appropriate course of action for animals identified in exposure reports consistent with the Virginia Guidelines for Rabies Prevention and Control
- Coordinates with local animal control to respond to exposure reports
- Initiates confinement and strict isolation requirements when necessary; confirms release/animal health after confinement and isolation are complete
- Notifies the nursing staff, when necessary
- Coordinates with local animal control to collect specimens as necessary
- Coordinates the submission of rabies sample testing
- Maintains animal test results
- Documents all actions in electronic data base

Inspections: swimming pools, migrant labor camps, hotels, campgrounds, and summer camps

- Maintains inspection frequency schedules
- Participates in complaint investigations
- Educates the public and recommends solutions when necessary
- Creates professional, accurate, and legible reports

Works on special projects as assigned by supervisor or manager. This may include assignments to serve on work groups, develop and make public presentations, maintain databases, develop reports, work with community groups and provide training. Performs other duties as assigned.

Minimum Qualifications

- Must be willing to be vaccinated for rabies
- Skills in composition of reports, data entry and effective communication
- Proficient in basic computer software programs
- Ability to conduct inspections and investigations in all areas of environmental health, to work outdoors and perform moderately strenuous physical labor during all seasons
- Skills in problem solving
- Ability to work with diverse cultural backgrounds
- A valid state driver's license is required to operate a state vehicle or if operating a personal vehicle while conducting business on behalf of the agency

Additional Considerations

- Experience in environmental health support

Special Instructions

If interested, please email your resume to Vy Truong (Vy.Truong@vdh.virginia.gov) and Dana McClelland (dana.mcclelland@vdh.virginia.gov)

Contact Information:

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