



# Naugatuck Valley Health District

98 Bank Street Seymour, CT 06483

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Ansonia Beacon Falls Derby Naugatuck Seymour Shelton

**Public Health**  
Prevent. Promote. Protect.

## JOB DESCRIPTION PUBLIC HEALTH SPECIALIST

The nationally accredited Naugatuck Valley Health District is seeking a full-time Public Health Specialist. This is an advanced professional public health position that encompasses a range of local public health activities in the areas of community health, disease prevention and control, environmental health, public health preparedness, and public health administration.

The Public Health (PH) Specialist works as part of a team on projects that plan and implement public health principles and practices focused on the Ten Essential Services and the Public Health Accreditation Standards and Measures while striving to improve the health of the community. This position will work closely with the NVHD Steering Committee, staff, and board of directors in areas such as planning, assessment, quality improvement, community health improvement, program evaluation, strategic planning, report development, procedure development, among others.

### **REPORTS TO**

The PH Specialist reports directly to the Director of Health and in her absence to the Assistant Director for Community Health Services or other designee. The position coordinates closely with the NVHD Steering Committee. The PH Specialist may oversee student interns, fellows, volunteers, or staff on special projects.

### **SUPERVISES**

This position has no direct reports.

### **PRIMARY FUNCTION AND COMPENSATION**

This is a full-time (35-hours per week) position, funded wholly or partially by grants. Business hours are Monday – Thursday 8:00am-4pm and Friday 8:00am- 1pm. This position occasionally requires work to be performed in the evenings and on weekends; compensatory time will be provided. The Public Health Specialist is required to perform occasional lifting of equipment and materials weighing up to 25 pounds. The work requires the use of a computer and other business machines. This position is eligible for the benefits of a full-time employee consistent with the Personnel Policies of the Naugatuck Valley Health District.

- Full-time employees receive Health, Dental, and Life Insurance.
- Paid vacation time (annual accrual of 70 hours), 21 hours of personal time, an annual accrual of 2 weeks sick time, and 15 paid holidays.
- Connecticut Municipal Employee Retirement Plan (CMERS). Employees are also eligible to participate in the Voya 457 Plan (voluntary basis).
- Mileage reimbursement based on the IRS rate.
- District issued cell phone and laptop.
- Training and tuition assistance for continuing education.

### **DUTIES AND RESPONSIBILITIES**

- Develops projects that will move the district forward in meeting and maintaining the Ten Essential Services for local health departments (e.g., health assessment, strategic planning, quality improvement, community health improvement plan, evidence-based programs, policies and procedures for public health programs, and implementation of quality improvement methods).

- Supports accreditation efforts.
- Works closely with the NVHD Steering Committee, staff, Board of Directors and community to plan and implement principles and practices of local public health programs.
- Develops and implements grants and applications for public health evidence-based programs.
- Supports the promotion of healthy behaviors and markets public health services through various communication methods including, but not limited to, electronically, flyers, brochures, presentations and press releases.
- Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of the modern methods, principles, tools, and practices of public health and administration. Knowledge of the causes, impacts of, and solutions to current public health problems. Knowledge of quality improvement and program evaluation activities.
- Considerable ability to communicate effectively, both orally and in writing.
- Ability to follow oral and written directions, and to read and understand complex written material.
- Ability to prepare and maintain various records and reports, including computerized records, databases, and reports.
- Considerable organizational skills and an ability to work independently.
- Good interpersonal skills with a desire to work collaboratively; organize and facilitate individuals, teams, groups, multiple agencies, the general public, and diverse communities.
- Computer proficiency in word processing programs and databases. Power Point, spreadsheet, and other document formatting techniques, ability to create and maintain rapid electronic communications networks.

### **QUALIFICATIONS**

- The PH Specialist should have a graduate level degree (or be enrolled in a course of study at the graduate level) in public health, public administration, or a related field and have a minimum of one year work experience on health services or community projects.
- In lieu of the above, a BA/BS degree in public health, public administration, or a related field with three or more years work experience is acceptable.

### **SPECIAL REQUIREMENTS**

- Possession of a current CT Motor Vehicle Operator's License with access to a motor vehicle and current motor vehicle insurance coverage is required.
- Testing for substance abuse, a physical examination, and a criminal background check shall be required as part of the employee procedures. Due to the responsibilities associated with this position, a credit check and/or eligibility for the agency to post a personal bond may also be required as part of the employee procedures.
- Bilingual preferred.

**EQUAL EMPLOYMENT OPPORTUNITY**

NVHD is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

**TO APPLY:**

Submit a cover letter and resume to Assistant Director Carissa Caserta, Naugatuck Valley Health District, 98 Bank Street, Seymour, CT 06483 or email as an attachment to [ccaserta@nvhd.org](mailto:ccaserta@nvhd.org). Applications are due by Friday, April 4, 2025.

EOE/AA



*Healthy people in a healthy Naugatuck Valley*