

CITY OF FRAMINGHAM POSITION DESCRIPTION

Position: Public Health Intern
Department: Public Health
Salary: \$17/hr.
Hours: Monday – Thursday 8:30 am – 5:00 pm

Introduction:

The City of Framingham is a vibrant growing community of approximately 70,000 residents that employs a team of public health professionals to protect and promote the health of the diverse and rapidly developing communities of the City of Framingham. The Public Health Department continues to be central to the City's COVID response in addition to other communicable disease, food borne illness and housing quality issues. We currently have an opening for a Public Health Intern to support the Public Health Department's mission to equitably protect and promote the health of the diverse populations that live, learn, work, and Play in the City of Framingham. The successful candidate will support a team of inspectors and managers and will be exposed to a number of daily tasks, as well as, special projects equipping them with real world experience that will prepare them for the next step of their career.

Basic Purpose:

Assist Health Department personnel with a variety of permitting, inspectional and educational programs to promote and protect the public and environmental health of Framingham residents through the enforcement of state and local public health laws and regulations.

Organizational Scope:

Works under the general supervision of the Assistant Director of the Framingham Public Health Department or his/her designee.

Major Responsibilities:

Assist public health personnel with activities related to permitting and inspections of food establishments, housing, nuisance complaints (air, odor, trash, noise), tanning establishments, swimming pools, bathing beaches, recreational camps for children, lodging houses, tobacco retailers, body art (establishments and practitioners), body work (establishments and practitioners), marijuana establishments, keeper of animals, private drinking wells, and title 5 (onsite sewage treatment disposal systems). Specific assignments may include:

- Assist with the revision of local public health regulations
- Assist with developing written protocols for the FDA Retail Program Standards
- Assist with housing inspections based on complaints to ensure compliance with Chapter II of the state sanitary code Minimum Standards of Fitness for Human Habitation
- Assist with inspections of food establishments for compliance with state sanitary code; responds and investigates foodborne illness complaints and general complaints
- Assist with the collection, analysis and presentation of data
- Assist with the creation and implementation of a social media public health information strategy
- Assist in development and presentation of education and outreach materials
- Perform administrative and clerical tasks
- Assist in other department projects as needed

Job Qualifications:

Enrollment as a student at a post-secondary education institution. Strong communication skills are required, both verbal and written. Must be able to deal with the public in a tactful and diplomatic manner. Proficiency with computers and in Microsoft Office is required.

Skill: Proficient computer skills (i.e. MS Office, social media platforms), proficient written and oral communications skills. Fluency in other languages, particularly Portuguese and Spanish, is desirable.

Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform assigned work. Occasionally, the work may require the lifting, pushing, or pulling objects and carrying them. There may also be a need to stretch and/or react to retrieve materials or equipment.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer, or climbing a ladder.

Occupational Risk: Duties generally do not present occupational risks to the employee. An injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include bruises from falls, cuts, or muscular strains from lifting or carrying department equipment or materials.

The City of Framingham is an Affirmative Action Equal Opportunity Employer.

Applicants are asked to submit a cover letter and resume to Jesse Edwards, jedwards@framinghamma.gov

Visit the City's website to learn more about the community: <https://www.framinghamma.gov/>