

The Northeast District Department of Health

Job Description

**Complaint Investigator**

**Responsibilities:** Perform basic public health complaint inspections and evaluations in accordance with the Connecticut Public Health Code and other applicable local, state, or federal regulations, which include, but are not limited to:

- Document information obtained during all investigations in a clear manner;
- Analyze data, prepare reports or other public health-related documents, and make presentations, if necessary, based on findings from evaluations or inspections;
- Provide technical guidance (based on level of training) as required to sanitarians and other staff members within the department and community;
- Provide information in the areas of disease prevention, and general environmental health subjects (based on level of training);
- Conduct or assist in environmental investigations (based on certifications);

**General Responsibilities:**

- Communicate in a professional manner with the public and state and local officials;
- Work with all staff in providing service to the public;
- Other duties as assigned;

**Supervised by:**

- The Director of Health.

**Qualifications:**

- Bachelor's degree preferred;
- Knowledge of the principles, practices and regulations applied in conducting inspections or investigations;
- Ability to prepare written reports containing findings, analysis, conclusions and corrective recommendations is essential;
- Strong written and oral communication skills;
- Excellent public service skills;
- Must have a valid CT motor vehicle license;
- Must be able to work in adverse weather conditions and meet the physical demands of the position;
- Must be a team-orientated individual;
- Must be able to handle a fast-paced, heavy workload environment;
- Computer experience required, Microsoft Office (Word, Excel and Outlook) preferred;
- Ability to manage office and field work independently is required;

*The Northeast District Department of Health is an Affirmative Action/ Equal Opportunity Employer.*