

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: General Sanitarian 2		Class Code: 001NF2
	FLSA Status: Exempt	Salary Schedule: PAT 2	Effective Date: 8-30-13
	Summary: Incumbent provides for the health and safety of children by conducting inspections of unlicensed registered child care ministries. This position fulfills the statutory requirements that the agency administer registration and certification activities for the protection of children in registered ministry settings. Utilizes education, training, consultation, cooperation and enforcement to accomplish goals.		

Duties:

- Conducts regulatory inspections and assess risks in regards to the health and safety of children for an assigned group of multiple counties;
- Gathers documentation and conducts follow up visits as necessary to ensure the correction of all cited non-compliances within the required time frames;
- Monitors Child Care Development Fund (CCDF) providers for compliance with Provider Eligibility Standards (PES), initially and on-going;
- Gathers all required documentation and conducts follow up visits as necessary to ensure PES non-compliances are corrected within required time frames;
- Enters accurate and timely information into the Child Care Information System (CCIS) as required;
- Enforcement activities, such as but not limited to, handling complaints, evidence gathering, positive and negative enforcement actions and participation in hearings as required;
- Conducts initial building inspections and follow up visits if necessary, including complaint investigations of licensed group homes, licensed child caring institutions, licensed emergency shelter group homes and institutions and locked secure child caring institutions;
- Provides technical expertise to Bureau of Child Care (BCC) team members in areas of sanitation, food safety, pest infestation and building safety;
- Conducts monthly orientation training for new registered child care ministry applicants and quarterly orientation training for licensed group homes, licensed child caring Institutions, licensed emergency shelter group homes and institutions and locked secure child caring institutions;
- Reviews laboratory analysis results and makes recommendations regarding potential and known health hazards (lead paint, asbestos, contaminated water, sewage problems, etc.);
- Review and interpretation of existing and proposed rules, regulations, legislation and the development of corresponding policies and procedures;
- Returns all calls, emails, and correspondence within the required time frames;
- Performs related duties as required.

Job Requirements:

- Expertise in health, food, safety and sanitation/environmental regulations;
- Working knowledge of personal computer operations, including internet access, Microsoft Office Suite (Word, Excel, and Access);
- General knowledge of child care standards;
- Advanced communication skills, including the ability to listen well, comprehend highly technical material and write at a professional level;
- Ability to solve problems independently;
- Ability to manage assigned work with minimum direction;
- Ability to maintain confidential information;
- Ability to maintain effective working relationships with other members of the Department of Family Resources (DFR) and other state agencies;
- Ability to follow directions;
- Ability to operate general office equipment.

Difficulty of Work:

Work is broad in scope including decision making and analytical skills, maintaining and updating information in databases and working with confidential information. Incumbent practices considerable flexibility in assimilating and applying changing priorities appropriately.

Responsibility:

The most important decision this person will make is in determining if an unlicensed child care ministry is meeting the required health and safety standards to operate as an unlicensed child care ministry and/or to receive public funds for caring for low income, high risk children. Failure to adequately complete the job requirements results in the diminished health and safety of a young child. Working with unlicensed child care providers by providing the necessary consultation and expertise to ensure that the standards are being met is critical.

Personal Work Relationships:

Incumbent works with DFR central office and local office staff, staff of private agencies, staff of other state agencies and the public. Periodically, the incumbent is called upon to discuss controversial matters. Position works closely with providers and contractors.

Physical Effort:

May work long hours, drive long distances and stand for long periods. Incumbent must be able to walk up and down stairs. Incumbent may be exposed to potentially hazardous sanitary conditions.

Working Conditions:

The consultant will be traveling on field visits and work periodically in the office. Travel will take place during extreme weather conditions.