



The Town of East Hartford, CT Invites Qualified Candidates to Apply for Director of Health & Social Services

About the Town of East Hartford

The part of the land known as East Hartford was once inhabited by the Podunk Indians, in 1635 the town saw its first permanent colonists when Thomas Hooker and his followers came from Cambridge, Massachusetts to found Hartford. The east side of the Connecticut River was at that time part of Hartford. Initially settled about 1640, early settlers included William Goodwin, Thomas Burnham and William Pitkin.

The first petition by residents to establish a separate Town apart from Hartford was rejected by the General Assembly in 1726. Several more petitions were submitted between that year and 1783, when the Assembly at last gave its approval to the incorporation of East Hartford. The Town then received its Charter from the State of Connecticut on the land area taken from the City of Hartford.

The Town of East Hartford had a population of 49,575 in 2000 and 50,974 in 2010 with an anticipated population of 53,000 in 2020. East Hartford is considered one of the larger municipalities in Connecticut other than the big cities since most Towns are an average of 25,000-30,000 population. The Town is 18 square miles with 2,840 population/square mile. It has the density population similar to cities but has over 600 acres of parks which includes parks and open space along the Connecticut River.

The Town of East Hartford has a very diverse population including: 72 nationalities, 23% Black/African American, 23% Hispanic, 12 % multi-race and 8% Asian Pacific. The Town boast the availability of affordable housing compared to the neighboring communities.

Three of the largest employers in East Hartford are United Technologies Corp (also known as Pratt & Whitney which was recently expanded) Goodwin University which provides undergraduate and graduate degrees along with many practical certification programs and Connecticut Light & Power (Electricity Company)

East Hartford has easy access to major highways, located next to the State Capitol and many entertainment centers with easy access to Airport, New York City, Boston, Connecticut River, Ocean, and Mountains.

Form of Government

Today, the Town of East Hartford is governed by a strong Mayor form of government. The Charter empowers the Mayor to govern the Town in cooperation with an elected nine-member Town Council and Town Treasurer. The Chairman of the Town Council is also the Deputy Mayor. The Mayor is the Chief Executive and Chief Elected Officer who appoints all department heads and prepares the budget for the Council to approve.

The current Mayor has been in office since 2011. The Mayor will appoint the new Director of Health & Social Services to replace the current Director of 12 years who is retiring after 40 years with East Hartford

The Town Council is the legislative branch of local government. The Town Council approves the Town budget and adopts it into law as a Town Ordinance. The Town Council maintains and updates the Code of Ordinances and is responsible for engaging a licensed CPA firm to perform the annual single audit.

Director of Health & Social Services

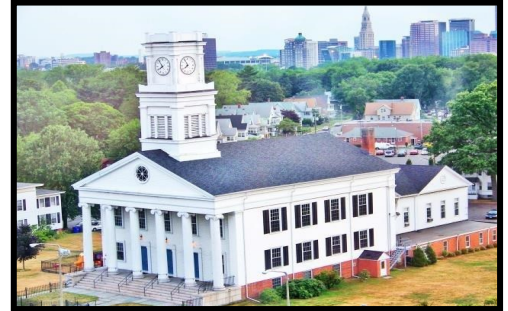
Works under the general direction of the Mayor. Plans, organizes and administers the Health & Social Services functions including:

- ◆ Plans, organizes, administers and directs the operations of the Health & Social Services Department in the functional areas of public health nursing; sanitation issues of housing/property and septic systems; health inspections of food establishments, pools, daycare facilities, etc.; communicable diseases and pandemics; emergency preparedness; services to families in need and administration of WIC program.
- Develops, evaluates and administers department policies and procedures; develops short term and long-range goals and objectives; reviews and evaluates the effectiveness of programs and services provided by the department and resets priorities based on needs of the public.
- Oversees and supervises the inspection of food service establishments, public pools, daycares and hair/nail salons and enforcement of State and local environmental health and housing codes and that violations are corrected. Sample environmental health programs include; review of new development plans, septic plan and soil testing review, group home inspections, lead prevention programs and inspection, mosquito control programs, etc.
- Oversees and develops a Community Health Program through community needs assessment and strategic planning and implementation of public health education and wellness programs based on results. Sample programs include vaccinations, drug take back program, seniors slip and fall prevention programs, car seat safety programs, substance abuse and suicide prevention programs, etc.
- Oversees and supervises WIC programs including supplemental nutrition for woman, infants and children; promotion of breast feeding, nutritional education and child immunizations, etc.
- Oversee Social Services through staff that assist the public and families in need to include but not limited to: food bank, mobile food share, back to school programs, holiday baskets and toys, advice on Medicare and Medicaid programs, operation fuel, energy assistance, homeowner and rental abatement programs and applications, etc.
- Oversight of Public Health Emergency Preparedness Programs to be prepared for health emergencies, including plans, coordination and execution of local and regional response efforts.
- Works with MDC-Metropolitan District Commission to oversee the town's wastewater management and potable water systems.



Health Department Programs Accomplishments

- ◇ Added a new Back to School Shoe Program (schools are handling back-to-school supply program)
- ◇ Development of new skin cancer prevention program
- ◇ Address Senior Citizens Slips & Falls with “Matter of Balance Initiative”
- ◇ Coalitions with various organizations to address the Opioid Problem
- ◇ Adopted the new Federal Food Code Regulations for enforcement by staff
- ◇ Received \$28,000 for WIC Breastfeeding Peer Counseling Grant
- ◇ Sustainable Connecticut Healthy Food Network Accreditation
- ◇ Promulgate Health and Wellness in School System
- ◇ Improve Diabetes Education Program
- ◇ Promote/Enforce new Salon Ordinance
- ◇ Relocation of Residents during housing crisis



What the Town of East Hartford Offers

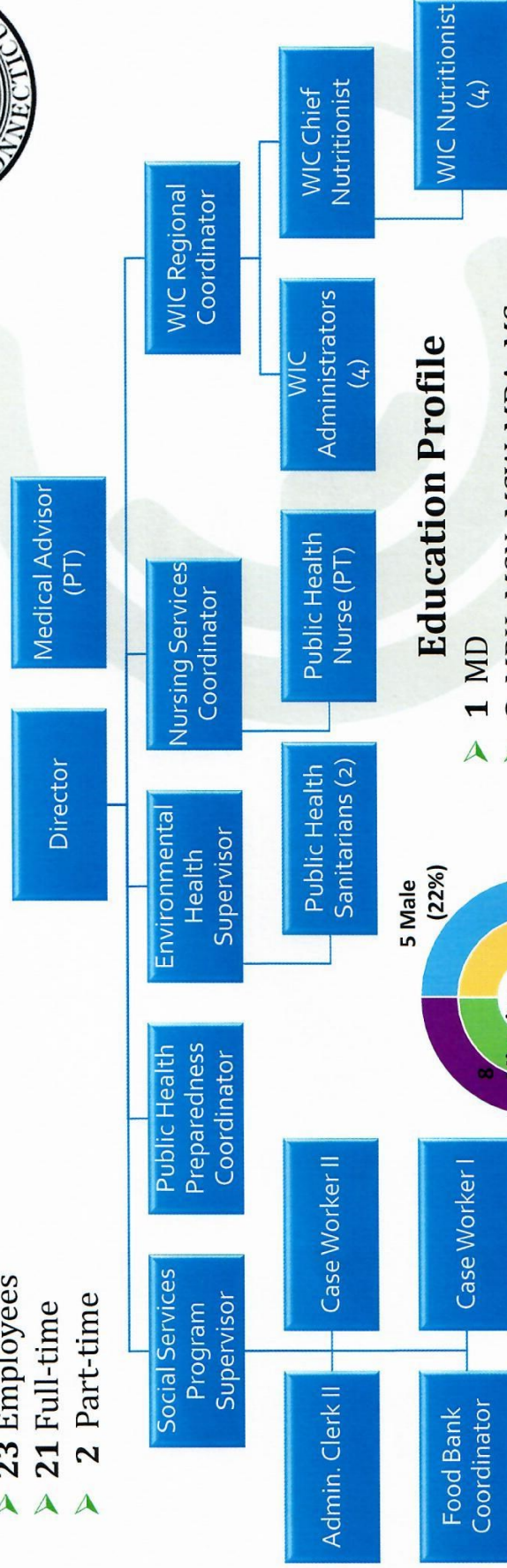
- Rentschler Field—Location for UCONN football and other events
- Great River Park—2 miles of lighted river walk, fishing access, boat launch, picnic area, 350 seat amphitheater for summer concerts, access to bridge to cross to the City of Hartford
- Newly renovated Municipal Golf Course
- Newly renovated Senior Center
- New state of the art Library
- New development by Goodwin University on the River
- East Coast Greenway which includes 2900 miles of trails from Maine to Florida runs through East Hartford with trails for walking and biking
- Five outdoor pools





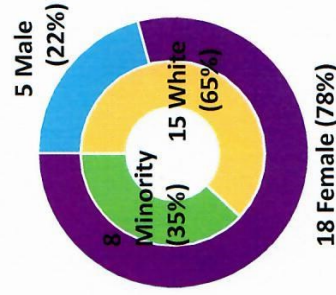
STAFFING

- 23 Employees
- 21 Full-time
- 2 Part-time



Education Profile

- 1 MD
- 8 MPH, MSN, MSW, MBA, MS
- 20 BS, BA, BSW
- 1 RD
- 4 RS





SERVICES PROVIDED BY HEALTH & SOCIAL SERVICES DEPARTMENT

- ◆ 482 Inspections/responses to housing, property maintenance, pools & daycare facilities
- ◆ 504 Food service inspections conducted
- ◆ 3600 WIC Participants & 15,000 visits
- ◆ 23 Lead poisoning and TB cases investigated
- ◆ 106 Pounds of unused medication collected and disposed of properly
- ◆ 1 Farmers Market Day
- ◆ 2059 Families served through the Food Bank
- ◆ 489 Vaccinations provided
- ◆ 2959 People used the Mobile Foodshare Trucks
- ◆ 2100 Households used Energy Assistance Program & 111 Households used Operation Fuel Program
- ◆ 1896 Thanksgiving Meals & 1703 Christmas Meals were delivered
- ◆ 103 Payless gift cards for Back-to-School shoes were provided to students
- ◆ 87 Winter Coats were provided to children
- ◆ 504 Holiday Toys were handed out to children

OPPORTUNITIES

- ⇒ To be a leader who manages the day to day issues and work hands on with staff to develop the best practices for efficient and effective ways to manage the daily functions for each division
- ⇒ Opportunity to look at the big picture and offer new ideas and concepts to implement new programs or emphasize existing programs to promote Health and Social Services for the East Hartford citizens
- ⇒ Uses new communication methods to educate the public about important Health Issues using all the various technology options available to provide improved and diverse methods to communicate with all members of the Town
- ⇒ Collaborates with various agencies to provide Health and Social Services, participate in State and Regional groups to promote Health Services
- ⇒ Develop new training requirements to enforce and implement the new Federal Food Code
- ⇒ Deal with the ever emerging infections and disease control issues such as COVID 19 or other Novel Virus prevention and containment efforts
- ⇒ Develop procedures to implement, train and enforce the new regulations for salons and barber shops
- ⇒ Improve training programs and prevention programs related to Skin Cancer, Senior Citizen slips and falls, health and wellness programs , etc.
- ⇒ Research opportunities for more funding to supplement the diminished funds for WIC Program and from CT Department of Public Health
- ⇒ Work with Colleges and Universities to acquire more Public Health Interns



QUALIFICATIONS FOR DIRECTOR OF HEALTH & SOCIAL SERVICES

The qualifications required would generally be acquired with a Master's Degree in Public Health (MPH) from an accredited institution of higher education or MD and over 6 years increasingly responsible public health work experience including 2 years in a supervisory/administrative capacity; or any equivalent combination of education, training and work experience . Minimum requirements MPH and work experience in a Public Health Department.

Special Requirements:

Must have and maintain: Valid Driver's License; Registered Environmental Health Specialist (REHS) or Registered Sanitarian (RS) preferred/desired.

Be eligible to meet the minimum credential requirements set forth under CT General Statute 19a-200 for appointment as Director of Public Health.

CHARACTERISTICS OF THE IDEAL CANDIDATE

- ⇒ Thorough knowledge of the principles, practices and policies of public health administration,
- ⇒ Thorough knowledge of Public Health Preparedness and ability to work with regional, state and federal agencies related to public health emergencies
- ⇒ Ability to develop recommended policies and procedures and to communicate those to management, employees and the public and ability to enforce the laws and regulations
- ⇒ Thorough knowledge of federal and state laws related to Public Health, Environmental Health, Community Health, Social Services, WIC
- ⇒ Excellent communication skills, both verbal, written, and utilizing data analysis including preparing reports and making presentations;
- ⇒ Knowledge of Social Services programs and needs
- ⇒ Ability to work independently and as part of a management team, ability to keep Mayor informed about major issues that arise and day to day operations on a regular basis;
- ⇒ Ability to assign, train, supervise and evaluate staff and to keep staff up-to-date on department operations and Town Services;
- ⇒ Strong problem-solving, analytical and organizational skills, and aptitude for working with and maintaining detailed confidential records, and working with diverse staff and public
- ⇒ High level of responsiveness to public official, citizens, customers

Compensation and Application Process

Open and competitive starting salary DOQ

Excellent employee benefits—

Dental, Life Insurance, vacation, etc.:

- ◇ Health benefits for employee and family;
- ◇ Town of East Hartford Retirement;
- ◇ Optional Employee-Deferred Compensation Program .



Town of East Hartford is an AA/EOE employer

More information is available on website: <https://www.easthartfordct.gov/health>

For a copy of Job Description please email Ms. Frank at randi@randifrank.com

If you are interested in this position and you want to be considered for this great opportunity, please mail or email your resume and cover letter to Ms. Frank. Top candidates will be asked to complete a questionnaire so early applicants will have more time to prepare responses. Position open until filled with first screening August 20, 2020. For more information about the position and/or the recruitment process you are invited to contact either:

Randi Frank at Randi Frank Consulting, LLC
randi@randifrank.com (203) 213-3722.

or
Bob Slavin at slavin@bellsouth.net
(770) 449-4656; Fax 770-416-0848

Ms. Randi Frank
Randi Frank Consulting, LLC
7700 Hoover Way
Louisville, KY 40219
203-213-3722
randi@randifrank.com
www.randiifrank.com