

MANITOBA HEALTH

STEP / CO-OP CASUAL TERM POSITIONS

Agency: Manitoba Health
Environmental Health Branch
Health Protection Unit

Position(s): Environmental Public Health Intern (Advertisement #99127)

Location: Various Offices in Brandon, Dauphin and The Pas

Type of Position: STEP CO-OP

Casual (Full time, part time and/or flexible hours)

Duration: Usually 18-25 weeks (*depending on start date)

Number of Hours per Week 36.25 hrs./week

Work Schedule: Fulltime or Part-time

Hourly Rate of Pay: \$14.30

Responsibilities:

50% Assist Environmental Public Health professionals (EHPs) in administering departmental various programs and legislation designed to protect public health and prevent illness, injury and premature death. Under the direction of the Regional Manager, conduct basic inspections and monitoring of areas subject to The Public Health Act, The Non-Smokers Health Protection Act and Pandemic Covid-19 State of Emergency Order. Collect environmental samples, coordinate sample submissions and tabulate lab results for interpretation by EHPs. Provide basic information to the public who visit the office with inquiries.

50% Display good communication, organizational, administrative and inter-personal skills necessary to carry out the position. Collect, record and distribute information and relevant facts in accordance with confidentiality policies and privacy legislation. Use computer and data entry skills associated with word processing and database software programs. Assist in upgrading departmental filing systems. Complete other duties as assigned by the Regional Manager.

Education & Qualifications Required

- Must be eligible and actively registered with STEP Services, the Manitoba Government's student hiring program:
<https://manitoba.ca/csc/step/index.html>
- Actively enrolled (or recently graduated) from a post-secondary program related to the field of environmental sciences.
- Possess basic computer skills and familiarity with word processing, database and data spreadsheet software programs.
- Possess good inter-personal, organizational and communication skills.
- Possess excellent attention to detail and ability to carry out instructions.
- Possess good problem solving skills and effective time-management skills.
- Possess a valid driver's licence and be willing to drive safely on gravel and dirt roads.
- Must be legally entitled to work in Canada (citizen, resident or possession of valid work permit).
- A current and satisfactory Criminal Records Check (CRC), candidates are responsible for the costs associated with obtaining the satisfactory CRC.

Supervision

- The employee will report to the Regional Manager of the Environmental Health Branch Unit, West/North Region for general instructions and prioritization of assignments. The employee is also expected to assist in completing work under the direction of regional EPHPs.

Submit Résumés to:

healthprotection@gov.mb.ca
(Attention: West/North Regional Manager)
Fax: 204-726-6063
Room 349, Brandon Provincial Building
340 9th Street Brandon, MB R7A 6C2

Questions?

Email or call (204) 726-7001