

NON-STANDARDIZED POSITION



Ministry of Rural Development and Local Government

**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE: PRINCIPAL MEDICAL AND HEALTH OFFICER**

**JOB SUMMARY:** Oversees and directs the planning and management of environmental programs, public health functions and medical services within its jurisdiction; and provides professional and administrative work in directing Public Health works.

**REPORTS TO:**

Chief Executive Officer, Municipal Corporation

**SUPERVISION GIVEN TO:**

Public Health Inspector III, Public Health Officer and Clerical/Secretarial Staff

**DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, directs and monitors the Public Health programme for the districts in a Municipal Corporation.
- Develops department medical policies and procedures; determines medical goals and scope of practice for the Municipal Corporation and community.
- Ensures that the Public Health laws are observed.
- Supervises technical and clerical officers in the Public Health Department.
- Examines, diagnoses and treats patients attending clinics.
- Conducts medical examinations on food handlers.
- Exercises a high degree of initiative and independence requiring professional and administrative judgement.
- Submits periodic reports to the Chief Executive Officer.
- Examines and approve plans for the development of lands and for the erection and alteration of buildings.
- Serves as a medical expert for public health education programs; conducts training for staff and providers related to communicable diseases, food-borne outbreaks, or various program-related rules and regulations.
- Prepares and deliver lectures on public health matters at schools, community health centres, etc.
- Designs and implements community health needs assessment studies on an annual basis; works with private health care providers, community, corporations, and other governmental agencies to develop collaborative service plans.
- Directs the Public Health Inspectors and participates in the inspection of buildings and building sites regarding sanitation and abatement of health nuisances.
- Performs related duties as required.

## KNOWLEDGE, SKILLS AND ABILITIES

### KNOWLEDGE:

- Knowledge of laws, bye-laws and practices of Local Government.

### SKILLS AND ABILITIES:

- Ability to examine patients, diagnose disease and to prescribe and administer necessary treatment.
- Ability to prepare and deliver comprehensive technical reports, written and oral, in a clear and concise manner.
- Ability to establish and maintain effective working relationships with other employees and members of the public.
- Good supervisory skills.
- Good managerial skills.
- Excellent communication skills.
- Good leadership qualities.
- Excellent interpersonal skills.
- Good organizational ability.

## MINIMUM EXPERIENCE AND TRAINING, SPECIAL REQUIREMENT

- A degree in Medicine from a recognized University supplemented by a Diploma in Public Health Administration.
- A minimum of ten (10) years' experience as a Medical Officer of Health, including administrative and supervisory experience.
- Registration as a Medical Practitioner with the Medical Board of Trinidad and Tobago.