

# Local Health Outreach Coordinator MPH/MSW

## Job Status

Closed - no longer accepting applications

## Job Closing Date

Tue, 11/29/2022 - 4:00 PM

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This position is full-time, 40 hours per week 8am-4:30pm, from January 2022 – June 30, 2023 (with the expectation of renewal to June 30, 2024) and is supported through a grant awarded by the New Jersey Department of Health (DOH). The jurisdictional local Health Department will provide direct supervision of this position.

The LHOC will increase local public health capacity to investigate, trace, contain, mitigate and prevent COVID-19 through targeted outreach to vulnerable populations. LHOC will work to ensure at-risk residents in their communities have access to support services such as housing, insurance coverage, and unemployment compensation to allow them to isolate or quarantine effectively. LHOC will conduct an assessment of vulnerable populations in their jurisdiction and develop a strategic plan to test, contact trace, contain, mitigate and prevent COVID-19 in these populations. The LHOC will work with the local Health Department leadership and governing body to oversee implementation of the strategic plan to ensure timely testing, contact tracing and containment of COVID-19.

## **Responsibilities include, but are not limited to:**

- Conduct a vulnerable population assessment to identify and describe at-risk populations in the grantee's community, such as high-risk healthcare facilities (e.g., hospitals, dialysis clinics, cancer clinics, nursing homes, and other long-term care facilities); congregate living settings (e.g., prisons, youth homes, shelters); employment settings (e.g., seasonal/migrant farm workers, meat processing facilities, food service workers); colleges, university and boarding school settings; undocumented persons; and other high risk persons.
- Present the assessment to the local Health Department and governing body and oversee development of a plan addressing mandatory steps in outreach/messaging to vulnerable populations, partnerships with key stakeholders, testing, case investigation, contact tracing, containment, quarantine facilities, support services and long-term prevention for COVID-19 and other communicable diseases, both routine and emergent, in these vulnerable populations.
- Work with local Health Department staff and County LINCS agency, and in alignment with State testing and containment strategies, to prioritize COVID-19 response initiatives targeted to vulnerable populations, including testing, contact tracing, isolation and quarantine, and social

supports.

- Identify gaps in needs amongst COVID-19-positive and COVID-19-exposed persons, especially those in vulnerable populations and search for local solutions. This could include, but is not limited to, food banks, mental health services, visiting nurses, telehealth solutions, and other community programs that can address the needs of COVID-19-positive and COVID-19-exposed persons.
- Develop and maintain a list of available resources to assist COVID-19-positive and COVID-19-exposed persons within local Health Department jurisdiction and communicate this list and updates to County LINCS agency.
- Ensure appropriate linkages to social supports are made, such as referrals to LINCS Social Support Coordinators and/or 211 supports.
- Regularly monitor COVID-19-related data received through testing, outbreak investigations and contact tracing within local Health Department jurisdiction and utilize to reprioritize outreach to existing and newly affected vulnerable populations.
- When needed, utilize standard operating procedure (SOP) developed by LINCS agency for use for persons in need of isolation or quarantine services.
- LHOC will also work with other local Health Department LHOCs in the county/region to identify collaborative opportunities, align strategies, maximize resources, and reinforce priorities to ensure consistent and complete coverage to vulnerable populations across the state.
- Other COVID-19 duties as assigned.

The job duties, responsibilities, skills and descriptions herein are not comprehensive. Duties may be added or removed at the Township's discretion.

### **Required Experience, Technical Skills and Knowledge:**

- One year of full-time professional experience in program/project coordination and/or community outreach, preferably in a public health-related or social service agency.

### **Desired Experience, Technical Skills, and Knowledge:**

- Experienced team leader and/or project manager of a goal-based program.
- Experience working on grant-funded programs, including writing grant reports, monitoring grant budgets and communicating with grant officers.
- Participated in a task force or other diverse working group.
- Ability to work with diverse professional partners from various community sectors.

- Knowledge of public health and/or community wellness resources and social services in New Jersey, preferably in the community where the candidate is applying.
- Experience working with and/or supporting vulnerable populations, such as communities who have experienced systemic oppression and bias (e.g. people of color, LGBTQ+ people, immigrants, justice involved persons, etc.)
- Excellent interpersonal skills and ability to interact professionally with people from diverse cultural, racial, ethnic, gender, and socioeconomic backgrounds during a time of crisis and distress.
- Ability to rapidly learn, access and navigate various databases and software programs following training.
- Strong organizational and time management skills, and the ability to manage multiple projects simultaneously.
- Ability to handle confidential information with discretion and professionalism.
- Excellent written and verbal communication skills, and attention to detail.

**Required Education, Certification, License:**

- Bachelor's degree in public health, social work or related field
- Master's Degree preferred

**Desired Certification / License:**

- Licensed Social Worker
- Certified Health Education Specialist

**Physical Requirements:**

- Position requires work both in the office and in the community.
- Must possess adequate vision and hearing to perform essential functions of job; ability to speak and communicate clearly, and sufficiently, both orally and in writing, to perform essential functions of the job.

**Additional Requirements:**

- Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted
- Must have a valid NJ Driver's License.

- Must pass a Background Check

If you would like to be considered, please submit your letter of interest and resume to Tamarah Novak, Personnel Coordinator, at [tnovak \[at\] montgomerynj.gov](mailto:tnovak@montgomerynj.gov). Salary information furnished upon request. EOE.

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