



**Township of Hillside Health Department
Job Opportunity
Vulnerable Populations Outreach Coordinator**

The Vulnerable Populations Outreach Coordinator (VPOC) will increase local public health capacity to investigate, trace, contain, mitigate and prevent COVID-19 through targeted outreach to vulnerable populations. VPOC will work to ensure at-risk residents in the community have access to support services such as housing, insurance coverage, and unemployment compensation to allow them to isolate or quarantine effectively. The VPOC 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 VPOC will work with the Hillside Health Department and the Administration to oversee implementation of the strategic plan to ensure timely testing, contact tracing and containment of COVID-19. Work location and full-time/part-time work hours may be flexible. **Please email cover letter and resume to Director Robin Kaufman at rkaufman@hillsidenj.us on or before Monday, January 25, 2021 with subject line referencing VPOC Position.** The Township of Hillside is an Equal Opportunity Employer.

Education/Experience:

- Bachelor's degree preferred in public health, public administration, social work or related field.
- 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.

Other Qualifications:

- 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 within Union County.
- 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.