



**Township of Hillside Health Department  
Job Opportunity  
Part time Infectious Disease Preparedness Generalist**

The Infectious Disease Preparedness Generalist (IDPG) will increase local public health capacity to investigate, trace, contain, mitigate, and prevent COVID-19/other Infectious Diseases through targeted outreach to disproportionately affected populations. IDPG will work to ensure disproportionately affected 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 IDPG will conduct an assessment of disproportionately affected in their jurisdiction and develop a strategic plan to test, contact trace, contain, mitigate and prevent COVID-19/other Infectious Diseases in these populations. The IDPG 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/other Infectious Diseases. Work location and part-time work hours may be flexible. **Please email cover letter and resume to Director Robin Kaufman at [rkaufman@hillsidenj.us](mailto:rkaufman@hillsidenj.us) on or before Friday, July 15, 2022, with subject line referencing IDPG 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.