

Local Health Outreach Coordinator (LHOC)

Job Description

The LHOC 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. LHOC will work to ensure disproportionately affected persons 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 disproportionately affected populations 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 LHOC will work with the LHD leadership and governing body to oversee implementation of the strategic plan to ensure timely testing, contact tracing and containment of COVID-19/Other Infectious Diseases.

This position is full-time and supported through a one-year grant awarded by the New Jersey Department of Health (DOH). The jurisdictional LHD will provide direct supervision of this position. Work location and full-time work hours may be flexible, as determined by LHD.

Specific Duties:

- Conduct a rapid public health assessment to identify and describe disproportionately affected 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 disproportionately affected persons.
- Present the assessment to the LHD and governing body and oversee development of a plan addressing mandatory steps in outreach/messaging to disproportionately affected populations, partnerships with key stakeholders, testing, case investigation, contact tracing, containment, quarantine facilities, support services and long-term prevention for COVID-19 and other infectious diseases, both routine and emergent, in these disproportionately affected populations.
- Work with LHD staff and County LINCS agency, and in alignment with State testing and containment strategies, to prioritize COVID-19/Other Infectious Disease response initiatives targeted to disproportionately affected populations, including testing, contact tracing, isolation and quarantine, and social supports.
- Identify gaps in needs amongst COVID-19/Other Infectious Disease positive and exposed persons, especially those in populations disproportionately affected, 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/Other Infectious Disease positive and exposed persons.
- Develop and maintain a list of available resources to assist COVID-19/Other Infectious Disease COVID-19 positive and exposed persons within LHD 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/Other Infectious Disease related data received through testing, outbreak investigations and contact tracing within LHD jurisdiction and utilize to reprioritize outreach to existing and newly disproportionately affected 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 LHD LHOCs in the county/region to identify collaborative opportunities, align strategies, maximize resources, and reinforce priorities to ensure consistent and complete coverage to disproportionately affected population across the state.
- Other COVID-19/Other Infectious Disease duties as assigned.

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 in the community where the candidate is applying.
- Experience working with and/or supporting disproportionately affected 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.