



CITY OF PLAINFIELD

Notice of Job Vacancy



Posting # : 2020/12.30	Issue Date: 12/30/2020	Closing Date: Until Filled	
Job Title: Vulnerable Populations Outreach Coordinator (VPOC)	Grade/Title Code: Grant Position – (2 years) through NJ Dept of Health	Salary Rate Range: \$60,000/yr.	
Department / Division: Health & Social Services / Health	Location: City Annex Building	Workweek: 35 hrs.	# Vacancies: 1

Job Description

The 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 their communities have access to support services such as housing, insurance coverage, and unemployment compensation to allow them to isolate or quarantine effectively. 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 LHD leadership and governing body to oversee implementation of the strategic plan to ensure timely testing, contact tracing and containment of COVID-19.

This position is full-time and supported through a (2) two-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.

NJDOH (New Jersey Department of Health) Requirements (Education/Experience/Licenses)

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

EXPERIENCE: One (1) year of full-time professional experience/project coordination and/or community outreach, preferably in a public health-related or social service agency.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Specific Duties:

- 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 LHD 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 LHD 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 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-related data received through testing, outbreak investigations and contact tracing within LHD 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.
- VPOC will also work with other LHD VPOCs 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.

SPECIAL NOTE: Bilingual in both Spanish/English preferred.

TO APPLY for this Position

If you qualify and would like to be considered, **must submit an employment application, letter of interest and your resume (including daytime phone number and email address)** to the email address listed below. You **must** submit your response by the closing date shown above, and must include the Job Title.

EMAIL: jobs@plainfieldnj.gov

Subject line must specify complete JOB TITLE

HRUpdate7.17.2020

Application and Resume may also be submitted to:
City of Plainfield - Personnel Division
515 Watchung Avenue, Plainfield, NJ 07060
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