

ORANGE COUNTY CLASS SPECIFICATION

TITLE: COMMUNITY HEALTH OUTREACH COORDINATOR **GRADE:** 12

TITLE ABBREVIATION: COMM HLTH OUTRCH COOR **TITLE NO.:** 6188

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: HEALTH **DIVISION:** COMMUNITY HEALTH OUTREACH

SUPERVISOR'S TITLE: DIRECTOR OF COMMUNITY HEALTH OUTREACH

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for formulation, implementation, evaluation of activities, budgets, and personnel in county and grant funded programs that provide outreach and education to targeted populations in Orange County. The incumbent performs administrative and field tasks and provides technical assistance to ensure that program grant guidelines are met. The work is carried out according to grant guidelines and County and State regulations under the general supervision of the Director of Community Health Outreach. Direct supervision is exercised over outreach workers and assigned support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Monitors and evaluates programs, develops instruments for data collection and evaluation, collects required data, supervises the maintenance of required records, analyzes data and compiles reports as required by federal, state, and local agencies;

Plans and coordinates program services with community, county and state agencies to avoid duplication of services;

Provides supervision to assigned workers by coordinating daily activities, schedules and evaluating program staff;

Assists in grant management including application, submission, budget development, spending, and tracking of deliverables;

Prepares, manages and monitors multiple program budgets;

Participates in the administration of assigned programs by providing on-site supervision of health programs within the physical targeted area of community;

Identifies, develops, and maintains a referral network and specific contacts needed to provide support to the population served; including: health providers, code compliance personnel, landlords and appropriate Health Department personnel, local and state officials, and community based organizations;

Assists Director of Community Health Outreach with design, program planning and implementation of activities related to outreach efforts, case management, environmental and public health concerns;

Develops, maintains and updates any manuals required by assigned programs;

Advocates for the solution of public health problems by working with landlords and tenants, community agencies and public and private organizations;

Represents the outreach programs to advocate for community and public health issues in both public and government forums;

May represent the Department of Health at meetings as appropriate.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the health and social issues of the inner city and rural areas; knowledge of Federal and State health-related laws and regulations, available community resources and health-related programs for potentially-eligible clients; working knowledge of grant programing, budgets, and grant application process; working knowledge of community organizations; working knowledge of case management; ability to plan and supervise the work of others; ability to work cooperatively with public and private organizations meeting the health needs of local residents; ability to communicate effectively both orally and in writing; ability to establish and maintain effective relationships with others; ability to train and evaluate performance of program employees; ability to work in a multicultural environment; initiative; resourcefulness; integrity; physical condition commensurate with the position.

MINIMUM QUALIFICATIONS: Either:

- A. Bachelor's degree or higher and one (1) year experience in a health, human service, or community-based agency coordinating or implementing public health programs; OR
- B. Bachelor's degree and one (1) year experience preparing or managing grants or budgets; OR
- C. Associate's degree or completion of sixty (60) college credits and two (2) years' experience as outlined in (A) or (B) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.