Town of Manchester, Connecticut

COVID Health Equity Coordinator

30 hours/week (Temporary Grant Funded)

Monday-Friday

$30.00/hour with Benefits

**Duties**

Under general supervision of the Director of Health, will provide leadership in the review and development of public health policy that will advance efforts to improve population health outcomes linked to underlying determinants, including unequal economic and social conditions, especially related to race/ethnicity, disability status, and/or urban or rural environments.

- Build essential partnerships with federally qualified health centers, faith-based organizations, community-based partners, universities, and other congregate healthcare settings within the jurisdiction to ensure testing of community members and minimize the spread of COVID-19.
- Work with community-based groups to coordinate and promote testing at non-traditional sites (e.g., retail sites, community centers, faith-based organizations).
- Support testing partners with information and coordination in the community to identify and test at-risk populations including contacts of COVID-19 positive cases, elderly, disabled, racial and ethnic minorities, and other groups at risk due to high frequency of occupational or non-occupational contacts.
- Promote COVID-19 testing in non-traditional sites for individuals, including vulnerable populations in accordance with CDC and DPH testing guidelines.
- Work to advocate on efforts to address potential health disparities.
- Consult with businesses, schools and congregate housing on response to any increase in cases and efforts to mitigate transmission.
- Work with the Director of Human Service and Director of Health to promote education on possible health inequities in the community.
- Encourage strategies in the community and online to promote mental and physical health and resilience.
- Contact people with COVID-19 who are in self-isolation with mild symptoms, and monitor them for worsening symptoms.
- Using ContaCT, ensure daily check-ins are completed to assess signs/symptoms. Follow up by phone with those who are not utilizing the text or email method.
- Communicates with state health department and other state agencies.
- Performs other duties as assigned.

**Knowledge, Skill, and Training:**

- Knowledge of public health policies and practices.
- Exceptional organizational skills.
- Excellent written and verbal communication skills.
- Ability to be flexible and meet deadlines.
- Experience working with racially and culturally diverse populations.
- Ability to handle difficult and varied situations with the public.
- Strong organizational and time management skills.
- Ability to work independently on a variety of assignments.
- High level of attention to detail.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, customers, and the general public.

**Minimum Training and Experience:**

- Bachelor’s Degree in Public Health, Public Policy Administration, Communications, Social Work or a related field required.
- Experience presenting and facilitating discussions related to social justice issues.
- Experience in public health education, community outreach, social services, or other public health services.
- Bilingual (English/Spanish) is a plus but not required
- Valid Connecticut Driver’s license

This sheet is prepared to provide information and guidance. The Town reserves the right to change, add to, or delete any duties. This summary sheet does not constitute a contract of employment. Employment with the Town is on an at will basis. The Town may terminate the employment relationship at any time and for any reason.

Oct. 2020