

Memorandum

To: All City Departments, Linden Board of Health and Linden Public Library
From: Jessica Sheehy, Personnel Officer
Date: September 27th, 2021
RE: Job Posting

Please be advised that there is a part time position for a **COVID Generalist**, in the **Board of Health Department** the hourly rate of \$ 21.80, per **the VPOC Grant**. (job description and requirements attached). This position is not to exceed 20 hours per week. Please post this in an area available to all employees. At this time, these positions will also be publicly advertised and open to all City of Linden residents.

Anyone interested in the above-mentioned vacancy, must submit an employment application which can be obtained on line at:

<https://linden-nj.gov/wp-content/uploads/2020/03/Employment-Application-Linden.pdf>

Due to the current COVID-19 pandemic all applications must be completed and returned via email to jobapp@linden-nj.org, no later than 4:30 p.m. Friday, October 8th, 2021. In addition to electronic submission, applications can be mailed to the City Clerk's Office 301 N. Wood Ave., Linden, NJ 07036. Applications that are mailed must be post marked by the closing date of the job announcement or they will be returned to applicant. Please be advised that all employment applications must be completed at the time of submission. Please include copies of resumes, proof of qualifications or any additional documents you wish to submit with your application.

C: Mayor Derek Armstead
Council President Yamakaitis

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Affirmative Action Officer
Bulletin Board

JS/nmr

COVID-19 Generalist

Please be advised that there is a (full-time) (part-time) vacancy for the grant-funded position of COVID-19 Generalist in the Linden Health Department.

The successful candidate will assist Vulnerable Populations Outreach Coordinators; conduct outreach to vulnerable populations; plan and assist on-site at testing clinics and vaccination clinics; perform contact tracing; resolve laboratory reporting issues; assist with grant deliverables and reporting; and perform other tasks as required.

Minimum qualifications: High school diploma, 2-3 years of experience in public health or social services fields; experience in data collection and recording; proficient computer and telephone skills; proficient writing skills; excellent interpersonal skills; and ability to interact professionally with people from diverse backgrounds. Bilingual preferred. This position is open to all City of Linden residents.