

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 **Vulnerable Populations Coordinator**, in the **Board of Health Department** the hourly rate of \$ 35.87, 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

MEMBERS OF COUNCIL

Affirmative Action Officer
Bulletin Board

JS/nmr

Vulnerable Populations Outreach Coordinator

Please be advised that there is a part-time vacancy for the grant-funded position of Vulnerable Populations Outreach Coordinator in the Linden Health Department. This position is part time not to exceed 20 hours per week. The successful candidate will administer a COVID-19 Vulnerable Population Assessment (VPA), analyze the responses, and identify and describe at-risk populations in the community; engage with key community partners to assist in the distribution of the VPA; present the results of the VPA to the Linden Board of Health and the Linden City Council; coordinate and conduct outreach to vulnerable populations; plan and manage on-site at testing clinics and vaccination clinics; and manage grant deliverables and reporting.

Minimum qualifications: Bachelor's degree in public health, public administration, social services, or related field; 1 year of full-time professional experience in program/project coordination and/or community outreach; experience working with and supporting vulnerable populations; event management; grant reporting; excellent computer and telephone skills; excellent 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.