

Department: Public Health
Classification: Competitive
Grade: 13

SPEC DISK BC
DOCUMENT 21

PUBLIC HEALTH OUTREACH COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for community mobilization, outreach and planning in public health. Incumbent will be required to work with internal and external partners within and across organizations. The work is performed under the general supervision of the Director of Preventive Services and the Public Health Director with leeway allowed for the use of independent judgment in carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Manage day to day operations, implement and ensures achievement of work-plan activities;
Motivate partners, stakeholders and community members;
Interface with community members, organizations and decision-makers at every level;
Build support for activities;
Use media to promote programs;
Coordinate communication with Preventive Health staff & NYS DOH as needed;
Participate in program meetings and related professional development and coordinate partnership meetings and conference calls;
Communicate with program partners verbally, electronically, in writing and/or through formal presentation;
Prepare weekly, monthly and quarterly reports of related activities and other related reports;
Participate in weekly staff meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Ability to apply the principles of behavioral sciences in public health programs to foster the voluntary adaption of behavior to improve or maintain health; good knowledge of community organization work; skill in methods of communication; ability to prepare reports and records, ability to establish and maintain effective relations with community agencies; sound judgment, initiative, resourcefulness, integrity, tact, physical condition commensurate with the demands of the position; interpersonal and networking abilities.

MIMIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Baccalaureate degree in public health, health planning, public policy, community planning or community health and one year of experience in a related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Baccalaureate degree in health science, social science, wellness, exercise science or nutrition and two years of experience in a related field; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Created: 12/10/2010

Reviewed 6/12/2018