

# HOPEWELL TOWNSHIP

*Date: pending approval*

**Job Title:** *Public Health Generalist, part-time (temporary)*

**Department:** *Health*

**Supervisor:** *Health Officer or designee*

## Position Summary:

Under the supervision of the Health Officer or designee, assists the Department with meeting core public health mandates relative to communicable disease control, community well-being, and the protection of environmental health. Work may involve targeted outreach to populations that have been disproportionately affected by the social and health impacts of the COVID-19 pandemic and other infectious diseases. The Public Health Generalist may also perform a variety of public health nuisance inspections, to improve the community and quality of life for Township residents.

## Essential Functions:

- Under direction, provides the public and others with information about general public health, communicable diseases, and environmental health issues.
- Assists the Public Health Nurse with efforts to assess, mitigate, and respond to the social and health impacts of COVID-19 and other infectious diseases.
- Ensures appropriate linkages to social supports are made, such as referrals to food banks, mental health services, visiting nurses, and other community programs.
- Under direction of the Health Officer or Public Health Nurse, monitors the New Jersey Communicable Disease Reporting and Surveillance System (CDRSS) data received through testing and assists with case investigations, outbreak investigations, and contact tracing.
- Participates in immunization clinics, health fairs, and emergency preparedness planning and drills.
- Under direction of the Health Officer or Registered Environmental Health Specialist, conducts investigations of nuisance complaints, including but not limited to, complaints of noise, abandoned properties, and noxious weeds.
- Advises property owners and others relative to state and municipal requirements concerning the abatement of unsanitary conditions or nuisances.
- Keeps accurate records of daily activities, utilizing both electronic and physical filing systems.

**Qualifications:**

- Bachelor's degree preferred, area of study in public health, environmental science, social work, or related field.
- Ability to speak, read, and write English sufficiently to perform the duties of the position; second or multiple languages a plus.
- Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during times of crisis and distress.
- Must be technologically proficient in Microsoft Office products, including word processing, spreadsheet, and database computer applications.
- Ability to handle confidential information with discretion and professionalism.
- Excellent written and verbal communication skills, and attention to detail.
- Strong organizational and time management skills.
- Ability to rapidly learn, access, and navigate various databases and software programs following training.
- Knowledge of public health and/or community wellness resources and social services in the Mercer County region is preferred.
- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Physical Requirements:**

- Prolonged periods of sitting at desk and working on computer.
- Must be able to navigate various departments of the Township's physical premises.