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## Coordinator I - Education and Community Engagement - Infectious Disease

Infectious Disease

Full-time

1010 Massachusetts Avenue-LOC01

### Posting Date

Oct 18, 2019

### Requisition Number

1068

### Number of Openings

1

### Job Description

Coordinates health education activities and community outreach under the direction of the Education and Community Engagement Division Director or designee.

The primary responsibilities include but are not limited to:

- Assist in identifying and reach target population, geographic areas, venues/settings and peak times in the targeted areas that are at high risk for transmission of HIV, STIs and viral hepatitis.
- Develop educational materials specific to the target population that are culturally sensitive and linguistically appropriate.
- Distribute educational and harm reduction materials including condoms, lube, and printed material.
- Coordinate and facilitate focus groups to better understand the needs of the community.

Represents BPHC and program at meetings, health fairs and conferences.

Maintains records and assist to prepare needed program reports;

Assists with writing grant proposals and education RFPs as requested.

Participates in staff conferences, other bureau and community committees, research activities, quality improvement activities and program planning as assigned.

Collaborates with division staff to provide disease prevention, including but not limited to HIV, HCV, and sexually transmitted diseases, and provides health education to clients, in homes, schools and community-based settings.

Assists with developing and distributing communications, brochures, and educational materials.

May supervise employees.

Performs other duties as required.

***This job description is based on the Program Coordinator series. May be required to perform any and all duties and responsibilities of Program Coordinator 1, as set forth in the BPHC Program Coordinator Series.***

### Minimum Qualifications

BA/BS required OR 3 years of equivalent experience in public health program coordination, management and/or community organizing may be substituted for undergraduate degree. Licenses, certifications or program specific experience may be required by grant or program needs.

Demonstrated experience or related requirements as established by the program may be needed.

Experience collaborating with clients and/or providers serving a variety of populations, which may include Gay, Lesbian, Bisexual and Transgender (GLBT) community, communities of color, substance abuse populations, and/or women and youth.

Ability to prepare reports and to maintain accurate records. Ability to write clearly and concisely, and to follow and to give written and oral instructions in a precise, understandable manner. Ability to understand, explain, apply the laws, rules, regulations, policies, procedures of unit activities. Ability to establish rapport with others and to maintain harmonious working relationships with others required.

Demonstrated knowledge & experience with MSOffice, MSWord/Excel, Windows and/or other software.

Demonstrated ability to establish effective communications and working relationships with community agencies and providers. Ability to plan, develop, coordinate and evaluate health programs or services for the community.

Exceptional organizational skills with the ability to meet deadlines.

Demonstrated cultural competence with the diverse ethnic, cultural and socio-economic groups. Excellent interpersonal skills and ability to communicate effectively.

Bilingual and/or bicultural applicants encouraged to apply.

### Additional Information

City of Boston Residency Required, A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for., This position requires direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties., Any position that requires an advanced degree will be subject to education verification, The Boston Public Health Commission is an EEO Employer and all applicants meeting the minimum requirements are eligible to apply, The advertised shift and schedule are subject to change at the departments discretion.

### Union Status

Union

### Grade

12

### Pay Range

\$866.23 - \$1,035.23

### Shift

35hrs/week; M-F 9-5