



PROVISIONAL OPENING FOR Health Coordinator

There is a **provisional opening in the Allegany County Department of Health for a full time Health Coordinator. This is a full-time, 35 hours per week position with a sunset date of July 31, 2022.

Salary range: \$22.4723/hr. ~ \$26.8331/hr.

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for planning, developing, implementing, and coordinating preparedness programs related to COVID -19 or other outbreaks of infectious diseases or other public health threats and emergencies. Duties include development of plans to facilitate or coordinate activities with other agencies. Work is performed under general supervision of the Public Health Director or other higher level Health Department employee with leeway for initiative and independent judgment. Supervision may be exercised over technical and clerical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only) Coordinates activities with cooperating agencies, school districts and other agencies as necessary; Provide technical assistance in planning, implementation and testing protocols as well as follow-up testing if required; Researches, identifies, develops and implements grant applications; Coordinates testing program development, operations and policies; Assists in the development of contracts, written agreements, and memos of understanding with cooperating agencies; Conducts public information and education programs pertaining to vaccine testing and operations, including annual reports, news and informational releases; Processing and management of various software programs and information systems; Gathers data and prepares reports.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered two year college with an Associate degree in a health or human services field and one (1) year of paid experience involving public relations, educational or community outreach; OR
- B. Graduation from high school or possession of a New York State equivalency diploma and three (3) years of paid experience as defined in A.

****This is a competitive class position, provisional candidate *must pass the examination for this position and be ranked among the top three (3) candidates and receive an offer of employment for this position.***

**** *Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.***

Interested candidates may submit a complete Civil Service application, resume and cover letter to the Human Resource/Civil Service Department, 7 Court St., Room 216, Belmont, NY 14813. There is no fee at this time.