



**CITY OF PHILADELPHIA
DEPARTMENT OF PUBLIC HEALTH
DIVISION OF COVID-19 CONTAINMENT
(September 2020)**

POSITION TITLE: Community Outreach Assistant

PROGRAM AREA: Division of COVID-19 Containment, Logistics Branch

GENERAL DESCRIPTION

The Philadelphia Department of Public Health (PDPH), through its newly-created Division of COVID-19 Containment, is responsible for monitoring COVID-19/SARS-CoV-2 exposure within Philadelphia and determining appropriate mitigation strategies. In order to do this, PDPH will be expanding the City's surveillance and detection capabilities to ensure that cases of COVID-19 in Philadelphia residents are quickly identified and investigated. This involves working closely with laboratories and healthcare institutions to increase access to rapid testing and building systems that enable consistent data sharing among relevant partners.

The Community Outreach Assistant is responsible for supporting the Division's efforts both in our Center City offices and in appropriate locations throughout the city of Philadelphia. The Community Outreach Assistant will assemble and deliver materials, help with data collection on site during outbreak responses, accept deliveries, and assist with other logistical responsibilities as needed.

This position is full-time, Monday through Friday, with occasional work after hours and on weekends to support Program activities. The position is grant funded for a minimum of one year. Continuation of the position is dependent on sustained grant funding.

SPECIFIC DUTIES

- Support logistical efforts across COVID-19 Containment Division branches
- Assist with assemblies, deliveries, data collection, and other duties as needed
- Collaborate with the Logistics Coordinator and Logistics Program Assistant to maintain and organize inventory of supplies and PPE
- Prepare and stage outbreak response materiel and supplies for emergency use
- Drive to and from sites within Philadelphia city limits
- Support outbreak responses on-site, including testing
- Other duties as assigned

REQUIRED QUALIFICATIONS

- Valid driver's license and willingness to drive in the city of Philadelphia
- Ability to interact appropriately and effectively with a wide range of persons
- Flexibility, professionalism and the ability to manage multiple tasks simultaneously
- Equally comfortable working individually and within a team environment that emphasizes interdisciplinary collaboration in a dynamic urban health department

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position will include a combination of work from our Center City offices as well as on site at PDPH resource centers across the city. The position will require local driving and regular participation in off-site functions. The position requires responding to public health emergencies and at times requires rapid turnaround of materials on short notice.

SUPERVISION

This position reports directly to the Outbreak Manager

SALARY AND BENEFITS

Salary is commensurate with experience and qualifications. This position comes with a comprehensive benefits package consisting of medical and dental coverage, paid sick, vacation, and personal time, and a retirement plan.

TO APPLY

At the Philadelphia Department of Public Health, we value health justice. Our work is guided by a commitment to all people's health and humanity, and we recognize the impact that COVID-19 has on our city's diverse population. We are dedicated to building a staff that reflects the diversity of Philadelphia. We encourage applications from individuals who identify with one or more of the following groups:

- a) People of color,
- b) Individuals with disabilities,
- c) LGBTQ+,
- d) First-generation college students,
- e) Individuals from a family that has qualified for federal financial assistance,
- f) Other historically underrepresented or marginalized groups.

Applicants who are originally from and live in the Philadelphia area are also strongly encouraged to apply.

To apply, please submit the following to christine.morando@phila.gov :

1. A resume or CV
2. A cover letter that includes:
 - Your experience in or with Philadelphia, if any
 - Your past or proposed contributions to diversity, equity, and inclusion