

JOB DESCRIPTION

JOB TITLE: School Health Community Liaison (9933)

Job Summary:

Under the direction of the Program Manager, School Health Programs and/or designee, the job of School Health Community Liaison provides school health education, resources and technical assistance to community partners, school districts, and the community. The School Health Community Liaison will meet with administrators, teachers, parents/guardians, students, a variety of community partners and the public. Portions of this position may be grant funded and therefore, the work will align with the objectives and goals of the grant(s).

Essential Duties:

- Keeps up to date on current Federal, state, and county health guidance related to school health in the educational setting. Areas of focus may include but not be limited to immunizations, COVID-19, opioid overdose awareness, community health resources, etc.;
- Acts as liaison/contact for the purpose of communicating with and providing technical assistance to assigned school locations/personnel participating in the grant or within Tulare County;
- Gather data and prepare reports related to community outreach activities;
- Serves as the liaison between community partners and school districts related to School health COVID-19 supports, inquiries, testing, quarantine guidelines, and community resources;
- Responsible for supporting schools and coordinating COVID testing upon school requests;
- Responsible for supporting organizational COVID testing and surveillance upon request;
- Stays up to date with policy changes and guidelines as they relate to COVID and immunizations and the education setting by attending and participating in meetings with Tulare County Health and Human Services Agency and state of California meetings as applicable;
- Plans, organizes, coordinates back-to-school and school located immunization events in collaboration with school nurses, school districts and community partners;
- Plans, organizes, coordinates, manages, and monitors projects;
- Develops and monitors project timelines and completion of project deliverables;
- Develops and maintains regular and effective communication with all relevant project stakeholders;
- Shares information with the Tulare County Public Health Agency regarding frequently asked questions or school needs/requests;
- Develops and maintains resources for district staff and community agencies;
- Develops, prepares and coordinates grant applications and grant related activities;
- Designs and administers training programs for new employees and continuing education for existing employees;
- Performs other duties as assigned;

Knowledge of:

- project management;
- health related practices, laws, and regulations;
- modern office methods, practices and procedures;
- correct English word usage, spelling, grammar and punctuation;
- create, update, maintain and share Google documents/slides/sheets;
- personal computers, electronic mail systems, software, websites, etc.;
- standard software applications including the use of databases use a computer to create correspondence, save/retrieve documents and develop and maintain databases
- business forms, technical reports, and letter writing;
- research methods, statistical analysis, and data reporting;
- basic mathematical concepts;
- laws, rules and regulations of public administration;
- principles and practices of training;
- research, development and evaluation of policies and programs.

Skills to:

- Proven work experience as a Community Liaison or similar role;
- Excellent communication skills;
- Flexible, amicable, and community-orientation approach;
- Use critical thinking skills to analyze problems and make recommendations for improvement;
- Develop and maintain positive working relationships with all persons contacted in the course of work;
- Collect, evaluate and interpret data to develop sound conclusions and make appropriate recommendations;
- Respect and maintain the confidentiality of information relative to customers.

Ability to:

- Communicate accurately and effectively in both oral and written form;
- Work independently and also collaboratively with a team;
- Coordinate a variety of projects simultaneously;
- Develop and present training decisions;
- Maintain confidentiality with health related information;
- Plan, organize and facilitate events and projects;
- Use standard software application;
- Assist with daily supervision of professional, technical and clerical staff, as needed;
- Take initiative and independently plan, organize, coordinate and perform work in various situation with numerous and diverse demands are involved;
- Ensure proper documentation is completed;
- Follow all safety, infection control and OSHA, Blood Borne Pathogen guidelines;
- Utilize appropriate supplies with minimal waste;
- Strive to maintain a positive work environment.
- Travel using own vehicle;

Education Required:

- Associate's degree is required.
- Bachelor's degree from an accredited college or university is preferred.

Experience Required:

- Experience maintaining data or reports and other administrative duties requiring close attention to detail and strong organizational habits.
- Experience working as a community liaison.
- Experience working with school districts and the community.
- Experience working in a fast-paced environment.
- Experience in an educational environment is preferred.

Other Requirements:

- Bilingual in Spanish preferred.
- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI fingerprint Response upon hire.

Working Conditions:**Environment:**

- Classroom, health office, school facility, and/or community-based environment.
- Regular interruptions.
- Small and large group meetings.

Physical Demands:

- Bending at the waist, kneeling, or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.

- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understand voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

FLSA Status: Non-Exempt

August 2023

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.