



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**Community Health Outreach
Coordinator (Spanish Speaking)**

DATE ADOPTED: 09/29/2026

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for performing outreach and program support activities for the Department of Health, including coordinating outreach events, assisting with community engagement, and providing services to Spanish-speaking community members. This position also supports the development of outreach materials, participates in educational initiatives, and assists in identifying opportunities to strengthen community partnerships. Work is carried out in accordance with established policies and procedures under the supervision of a higher-level administrator. Supervision is not a function of this position.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbent in this title include those listed below in addition to those typical work activities performed by lower-level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Coordinates outreach communications and activities with department staff, community groups, and County agencies to support departmental goals and initiatives;
2. Develops and distributes flyers, outreach materials, informational handouts, and public-facing communications that promote programs, special events, and public health campaigns;
3. Tracks, documents, and reports outreach activities; analyze departmental needs and community trends to help guide outreach strategies and future planning;
4. Plans, organizes, and supports outreach events and activities in collaboration with departmental staff;
5. Participates in the identification and evaluation of potential outreach opportunities; assists in developing and sustaining collaborative relationships with agencies, coalitions, and community groups;
6. Provides Spanish-language support during outreach events, Mobile Health Unit activities, public health education efforts, and community presentations to ensure programs and services are accessible to Spanish-speaking community members;
7. Participates in conferences, workshops, seminars, and meetings related to public health issues and program development;
8. Assists in designing, teaching, and delivering training programs for staff and external partners;
9. May assist in the preparation and administration of public health education grants.



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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of community resources within the community assigned; good knowledge of health and social agencies available to work with community problems within the area of assignment; knowledge of grant-related documentation and public health education program requirements; knowledge of data entry practices for recording outreach activities and event outcomes; knowledge of techniques used to support or facilitate training programs for staff, partners, or community members; skill in organizing and supporting the logistical components of outreach events and community activities; ability to work with diverse populations in a professional, and culturally appropriate manner; ability to follow oral and written directions; ability to work, read, write and converse in Spanish and English; ability to perform record keeping activities; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree and one (1) year of full-time paid work experience in social work, community services, human services, communications, planning or a closely related field;
- OR: (B) Associate's degree and three (3) years of full-time paid work experience as described in (A);
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and three (5) years of full-time paid work as described in (A);
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

1. Candidates must be fluent in understanding, reading, speaking, and translating Spanish.
2. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

OFFICIAL USE ONLY:

COUNTY BARGAINING UNIT: CSEA	JURISDICTIONAL CLASSIFICATION: COMPETITIVE
COUNTY GRADE: 12	COUNTY FLSA Code: OT Eligible
REVISION HISTORY:	