

<b>Job Title</b>	Outreach Worker I
<b>Job Code</b>	
<b>Exempt Status</b>	Non-Exempt
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Outreach Worker I, under general supervision, performs entry-level Outreach Center activities such as conducting personal interviews, attending training, translating, and recruiting volunteers.

### **Essential Duties and Responsibilities**

- Performs outreach activities by conducting personal interviews with residents, parents, and the local community.
- Provides information and education about programs to residents, parents, and the local community.
- Recruits other residents as volunteers to help with providing services to residents, parents, and the local community.
- Provides assistance in translating requirements of residents participating in programs at the Center.
- Prepares report numbers and other information regarding personal contacts made.
- Serves as link between the residents and Center activities and programs.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

### **Additional Responsibilities**

### **Minimum Requirements**

*Education* – High school diploma or equivalent combination of education and experience.

*Experience* – Related experience preferred.

*Knowledge of* – Knowledge of word processing, spreadsheet, and database applications.

*Ability to* – Ability to multitask and work cooperatively with others. Strong verbal and written communication skills. Ability to work with sensitive information and maintain confidentiality.

*Licensing / Professional Certification* – Valid driver's license.

*Physical Requirements* – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Supervision of Others**

This position generally does not supervise employees.

### **Other Requirements**

- Work beyond normal business hours and/or work on weekends.
- Travel required.