

Job Title	Outreach Worker II
Job Code	
Exempt Status	Non-Exempt
Position Status	
EEO Classification	

Job Summary

The Outreach Worker II, under direction, performs mid-level clerical Outreach Center activities such as conducting personal interviews, attending training, translating, recruiting volunteers, assisting with implementing services, and assisting with scheduling and assignment issues.

Essential Duties and Responsibilities

- Conducts personal interviews with residents and speaks with residents to provide information and education about the programs.
- Assists with implementing services.
- Trains Outreach Worker I and assists with aspects of training. Recruits other volunteers to help provide services to residents.
- Attends trainings that include disease prevention, health outreach education, and youth and elderly services.
- Prepares reports on numbers and other information regarding personal contracts.
- Performs administrative tasks related to outreach work.
- Provides assistance in translating requirements of residents participating in programs at the Center.

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 – Two years of related experience in community activities.

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 may supervise employees.

Other Requirements

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