

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

Job Summary

The Outreach Worker III, under direction, performs upper-level clerical Outreach Center activities such as describing and implementing services, coordinating schedules, scheduling visits, and assigning duties. Assists program coordinators with supervision duties and on-site supervisor responsibilities.

Essential Duties and Responsibilities

- Performs Outreach Center activities such as assisting with the development of training agendas.
- Coordinates schedules of Outreach Worker I and II employees for training purposes.
- Serves as a link between Program Coordinators and other outreach workers.
- Serves as a link for information, training, and safety concerns with van drivers who transport the outreach workers.
- Receives feedback from outreach workers on how to better explain programs.
- Discusses feedback with Program Coordinator when necessary for possible program changes.
- Serves as line supervisor for other outreach workers.
- Assists with development of programs.
- Develops strategies for recruitment of other residents as volunteers to help with providing services to the residents.
- Assists Program Coordinators with supervision issues and has on-site supervisory responsibilities.

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 – Three 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 generally supervises employees.

Other Requirements

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