



JOB DESCRIPTION

Job Title: Outreach Worker

Revised Date: February 1, 2010

Department: Opening Doors

Reports To: Opening Doors Prog. Coord.

Exempt Non-Exempt

Criminal Registry Required

FTE%: 100%

Work Schedule: _____

- Regular Full Time
 Regular Half Time
 Part Time
 Casual/Intermittent

Note: The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

POSITION SUMMARY:

This position requires establishing collaborative relationships with agencies and clients while achieving positive results with culturally diverse populations. Responsibilities require maintaining compliance with all grant agency funding requirements, including offering early access to prenatal services to increase positive birth outcomes, providing support to pregnant women that are participating in our Maternal Case Management program, providing prenatal referrals, pregnancy education and advocacy, providing regular and ongoing support to program participants by phone and during home visits, and enhancing parenting skills by introducing child development and parenting information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide prenatal care resources and access to needed services for pregnant women.
- Provide home visitation and family support services to prenatal clients as assigned.
- Advocate on behalf of a client with appropriate agencies.
- Assist families in accessing needed community resources, government sponsored health options, and other services.
- Complete and submit required home visitation forms. Maintain accurate, comprehensive and confidential records that reflect assessment, services and outcomes.
- Attend and participate in training sessions and community partnership meetings, as needed or requested, in order to enhance education and collaboration efforts.
- Attend all appropriate Agency sponsored training and staff meetings.
- Provide instruction and education to clients, using specified parenting curriculums and educational materials and videos.
- Actively participate in the training, planning and implementation of Opening Doors' Make Parenting a Pleasure Groups.
- Facilitate and participate in Opening Doors staff meetings on a rotating basis, including collecting recommendations for meeting topics from other staff members, developing and writing meeting

- Communicate with referral sources in a timely manner in order to inform program partners of client follow-up.
- Participate as an active member of the Opening Doors team and perform any other duties as assigned by management.

QUALIFICATIONS:

Required:

- High School diploma or equivalent General Education Development (GED) diploma.
- One or more years of related experience providing community health information, referrals and/or support to clients in individual or group setting.
- Bilingual oral and written skills (English/Spanish).
- Intermediate proficiency using Microsoft Office tools and word processing equipment.
- Excellent listening skills with ability to develop positive relationships with families.
- Excellent verbal and written communication skills.
- Ability to work effectively and collaboratively in a diverse work environment.
- Ability to work independently and produce quality work products under tight timelines.
- Strong organizational skills and ability to manage multiple tasks of competing priority with accuracy.
- Ability to develop and maintain accurate, objective and complete case files.
- Ability to adhere to Agency confidentiality policies with high degree of integrity.
- Dependable personal transportation with proof of auto insurance and driver's license.
- Knowledge of Washington County community resources.

Preferred:

- BA in related field (health, social services, child and family studies, etc)
- 3+ years of related clinical experience, including delivery of parent training, home visitation, and/or child development and case planning.
- Knowledge of Washington County social services and healthcare resources

POSITIONS SUPERVISED:

N/A

WORKING CONDITIONS:

- An offer of employment for this position is contingent upon the results of a background information record check. Applicants who have been convicted of certain offenses or who refuse to consent to such background checks will not be hired for this position.
- Work is usually performed in an office environment and in client homes.
- Occasional exposure to video terminal and keyboarding.
- Daily driving in local traffic conditions.
- In normal work day, may stand/walk 3 hrs/day, may sit 5 hrs/day, may drive 1-2 hrs/day, may use hands for repetitive grasping, pushing and pulling, fine manipulation 3 hrs/day; may use hands at or above shoulder for 0.5 hrs/day.
- In normal work day may bend, squat, and climb occasionally.
- Work is light in nature, lifting maximum of 20 lbs. with frequent lifting and/or carrying of objects weighing up to 10 lbs. May require walking or standing to a significant degree, or sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.