

POSITION DESCRIPTION

Position: Outreach Specialist
Program: La Verne Adolfo Housing Program
Reports to: Program Director

Status: Non-Exempt
Date Revised: 11/2019

POSITION SUMMARY:

Under general supervision, the Outreach Specialist is responsible to interact with conducting outreach to develop and maintain ongoing mutually beneficial relationships that promote the therapeutic resources for Adolfo residents. In addition, the Outreach Specialist will assist residents in accessing therapeutic resources and ensuring that residents participate in ongoing therapeutic activities. The Outreach Specialist performs a variety of duties to insure that Adolfo residents have access to therapeutic activities.

The Adolfo Transitional Housing Program provides for youth who are between the ages 18-25, and who have histories of out-of-home care, with up to 3 years of safe and supportive transitional housing. The purpose of the program is to provide an environment of healing support, education and training in an effort to build for each youth a solid foundation of independent living skills, social skills, employment, education and personal responsibility within the safety of transitional housing.

OBJECTIVES/ACTIVITIES:

- A. Responsible for performing daily work requirements to achieve established objectives of the department.
 - 1. Conduct outreach and develop partnerships with individuals and businesses within Sacramento to locate community interventions and/or activities for residents.
 - 2. In conjunction with the Youth Advocate, suggest therapeutic services and activities for residents.
 - 3. Responsible for, entering, maintaining and evaluating data, including progress notes, supportive services and writing reports related to all services provided to clients.
 - 4. Maintain all case records, case files and other required record keeping in a professional, accurate and confidential manner.
 - 5. Organize recreational activities, such as, community meals both on-site and off-site, celebrations and transportation services for the residents when needed.
 - 6. Assistance with providing tasks of college interns
 - 7. In conjunction with the Program Director, assist in providing material for grants related to program.
 - 8. Responsible for identifying potential funding sources

- B. Responsible for assistance with client development.
 - 1. Role model positive behavior to help clients as they work towards self- sufficiency.
 - 2. Assist Youth Advocates with locating therapeutic and recreational activities for Adolfo residents.

- C. Responsible for all areas of daily program maintenance in compliance with company policies.
 - 1. Document and report all client concerns and/or infractions that can affect the program security.
 - 2. Review the accuracy of all shift logs, observation logs, and incident reports.

3. Maintain clear, professional and effective communication with the Program Director, mentor staff, Independent Living Program staff, and other Youth Team participants.
 4. Comprehend and adhere to ethical standards, program philosophy guidelines, and confidentiality laws.
- D. Responsible for the assistance of training and development of new staff.
1. Identify appropriate ongoing training for both new and existing staff and report needs to management.
 2. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for clients and all personnel.
- E. Responsible for self-development.
1. Continually learn and enhance technical and interpersonal skills.
 2. Attend staff meetings/assigned training and complete required certifications, i.e. CPR, First Aid, etc.
 3. Learn and implement trauma-informed practices when working with community and residents.

EQUIVALENT EDUCATION AND EXPERIENCE:

A minimum of a Bachelors Degree in social work or a social services related field combined with a minimum of 2 years experience working with youth or other high-risk populations is required for this position. A Master’s Degree is desired. This position requires demonstrated ability to communicate, comprehend, and follow through on oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to homelessness, substance abuse, young adults, minorities, and persons with disabilities. Specific knowledge and experience with Twelve Step philosophy, addiction and recovery, and dysfunctional family dynamics is preferred. Must be able to utilize a range of interventions to work with clients with varying needs and levels of functioning. Knowledge of the foster care system and local social service provision is required. Knowledge of teamwork and effective team functioning as well as analytical and decision-making ability is essential. Valid California driver license and ability to meet organizations insurance carrier guidelines required. Must undergo a criminal background check.

SPECIFIC SKILLS REQUIRED:

Excellent oral and written communication skills
 Skilled in Microsoft and Word computer applications
 Excellent organizational skills
 Fluency in English, legible handwriting, skills in record-keeping
 Ability to de-escalate crises and assist residents and staff in emergencies
 Organizational skills
 Analytical and decision making ability

PHYSICAL REQUIREMENTS:

Lift and move up to 25 pounds
 Physically able to safely maneuver weight distribution of a client in an emergency situation
 Stand, walk, bend, stoop, and sit frequently
 Kneel occasionally
 Climb stairs where programs have more than one level

Be able to maneuver quickly in emergencies to assist guests as needed

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the Program Director. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

No supervision exercised.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with county/state/city and business entities, clients, and all levels of staff. The Outreach Specialist is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

The Outreach Specialist is responsible for itemizing his/her approved expenditures made on behalf of the Adolfo Program and must submit receipts in a timely fashion to the Program Director. Assistance with procurement of program furniture, supplies, and client assistance needs is required. Substantial financial loss through loss of business contracts is possible.

NUMBER OF EMPLOYEES:

This position does not supervise employees.

This Outreach Specialist job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed _____