



## POSITION DESCRIPTION

**Position:** Outreach Specialist

**Program:** La Verne Adolfo Housing Program

**Status:** Non-Exempt

**Reports to:** Program Director, La Verne Adolfo

**Date Prepared:** 9/2016

### 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 18-24, 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. Conduct needs assessments on all residents and develop short and long term goals.
  - 3. In conjunction with the Youth Advocate, coordinate therapeutic services and activities for each resident.
  - 4. Responsible for maintaining and evaluating data, including progress notes, and writing reports related to the therapeutic and recreational activities of the Adolfo residents.
  - 5. Maintain all case records, case files and other required record-keeping in a professional, accurate and confidential manner.
  - 6. Facilitate recreational activities and transportation services for the residents.
  - 7. Supervises the therapeutic work of Youth Advocates. Provide training to Youth Advocates and other staff to increase knowledge about effective practices working with the Adolfo population.
  - 8. Responsible for supervising tasks of college interns.
  - 9. In conjunction with the Program Director, assist in writing and reviewing related grants.
  
- B. Responsible for assistance with client development.
  - 1. Provide therapeutic intervention, independent living skills education, practical living skills coaching and crisis intervention services.
  - 2. Role model positive behavior to help clients as they work towards self- sufficiency.
  - 3. Develop, monitor and evaluate 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 impact 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. Assist the Director in department orientation and training of new employees as requested to assure quality work outcomes.
  - 2. Identify appropriate ongoing training for both new and existing staff and report needs to management.
  - 3. Assist with the coaching of the on-site, 24-hour mentor staff to create and maintain a participatory team of staff providing empathic and supportive services to residents.
  - 4. 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 seminars and complete required certifications, i.e. CPR, First Aid, etc.

**EQUIVALENT EDUCATION AND EXPERIENCE:**

A minimum of a Bachelors Degree in social work or a social services related field combined with a minimum of 5 years experience working with youth or other high-risk populations is required for this position. A Masters Degree is preferred. 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.

**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  
 A California driver's license  
 Ability to de-escalate crisis situations and assist residents and staff in emergency situations  
 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

**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:**

This position will supervise the case managers and program assistants. Assist the Program Director in supervision of mentors as needed.

**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 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.

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Employee Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_