 **Outreach Worker I Standard Job Description**

**Classification Title:** Outreach Worker I

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 3

**Job Description Summary:**

The Outreach Worker I, under general supervision, performs entry-level Outreach Center activities such as conducting personal interviews, attending training, translating, and recruiting volunteers.

**Essential Duties and Tasks:**

**30%: Outreach Work**

* Performs outreach activities by conducting personal interviews with residents, parents, and the local community.
* Provides information and education about programs to residents, and the local community.
* Performs administrative tasks as related to the outreach work.

**10%: Training**

* Attend training that includes, but not limited to health, disease prevention, and health outreach education, youth, and elderly services.

**10%: Recruiting**

* Recruit other residents as volunteers to help with providing of services to the residents.

**10%: Translations**

* Provide assistance in translating in an understandable manner what is required of the residents to participate in programs currently being offered at the center.

**10%: Office Duties**

* Prepare reports on numbers and other information regarding personal contracts made.
* Perform telephone duties at the center as needed.

**10%: Liaison**

* Serve as a link between the residents and the Center activities and programs.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school graduation or any equivalent combination of education and experience.
* No experience required.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing, spreadsheet, and database applications.
* Strong verbal and written communication skills.
* Ability to multitask and work cooperatively with others.
* Ability to work with sensitive information and maintain confidentiality.

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* No physical requirements.

**Other Requirements and Factors:**

* Ability to work evenings and weekends.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**​​☐​ Yes**

**​​☒​ No**

**Does this classification have the ability to work from an alternative work location?**

**​​☐​ Yes**

**​​☒​ No**