SENIOR COMMUNITY OUTREACH WORKER

JOB TITLE: Senior Community Outreach Worker **GRADE:** 10

JOB CODE: 2208 **DATE:** 2/27/95

GENERAL FUNCTION: Under administrative direction of appropriate person provides outreach and follow-up services for potential clients and individuals already receiving services for maternal and child health, epidemiology and aging services. The incumbent would make visits to homes and other sites promoting services, scheduling appointments, and any necessary follow-up.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Participates in medical services clinics.

Administers screening tests and measures.

Follow-up of agency programs (environmental, screening of diagnostic clinical findings, compliance with prescribed regimes, etc.).

Makes medical, social, or environmental assessments in the homes.

Participates in the development of training and trains other community health workers and community volunteers giving assistance in the conduct of medical services clinics.

Organizes community groups for the promotion of health services and participating in community group discussions in support of improved personal and environmental health practices.

Records on agency records all activities and services; recording test results and preparing documents for data tabulation and analysis, as well as for patient-referral.

SUPERVISION RECEIVED: Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED: May provide supervision of other community outreach workers.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Possess a valid motor vehicle operators license.

Basic knowledge of grammar, spelling, punctuation, and simple mathematics.

Good knowledge of the program area assigned, of interviewing and data collection techniques, record keeping, and confidentiality concerning client records.

Working skill in collecting information from clients in completing standard forms and preparing required reports.

Some skill in counseling clients.

Working ability to provide emotional support and encouragement to clients.

Some ability to motivate clients to fully participate in service programs, to recognize clients with severe problems and refer them to the appropriate professional or other service providers.

Minimum Education, Training, and Experience Requirements: High school diploma or GED. Two (2) years experience in public health or in another position with the provision of social services, supportive services, personal care, or related duties or an equivalent combination of experience and education.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.