



# COMMUNITY OUTREACH WORKER, SR. - HOMELESS HOUSING JOB DESCRIPTION

Job Title: Community Outreach Worker, Sr.

Job Code: PH265HH

**Homeless Housing**

Effective Date: October 2007

Pay Grade: 119

Revision Date: April 2023

FLSA: Non-Exempt

## NATURE OF WORK

Under general supervision, promotes community awareness of Public Health issues; presents health education materials and outreach services for at-risk populations; conducts educational forums on prevention and intervention issues according to grant program standards.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and coordinates Public Health prevention and intervention programs throughout Lewis County in compliance with Washington State Department of Health grant program standards.
- Plans, organizes, and conducts community outreach programs, community events, workshops, conferences and discussion groups to promote health education, risk reduction and healthy behaviors.
- Educates the public on health and healthy behaviors and on community services available through Public Health Department and other community resources.
- Prepares public exhibits, and distributes brochures, flyers, posters, and other materials for health promotion activities to the public, community agencies, and support groups.
- Provides health education to clients and their families, social contacts, and the community; documents client information and provides referrals to medical and community services agencies.
- Provides prevention and intervention counseling services in Public Health Clinics, community locations, and in detention and treatment facilities as assigned.
- Set ups and maintains program files on clients, assuring client confidentiality at all times; assists clients with community program application process.
- Prepares and delivers presentations to at-risk clients on assigned health topics.
- Documents client service delivery in program reports as required.
- Assists in compiling and maintaining records, reports and statistical information.
- Maintains absolute confidentiality of work-related issues, personnel records and County information; complies with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended, and HIPAA policies and procedures.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and off-site environments, including community locations and treatment facilities; work involves light physical demands and frequent use of a personal computer.

## EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. equivalent; AND four (4) years' experience in a medical or social services program.

A valid Driver's License is required. Specific technical training and certifications may be required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Washington State Department of Health grant program policies, procedures and reporting standards.
- Applicable laws and regulations covering public health programs.
- Community service agencies and other governmental assistance programs.
- Principles of record keeping and records management.
- Business and personal computers, and standard software applications.

**Skills in:**

- Assessing public health issues, providing outreach and advocacy services, and making eligibility recommendations based on observations and interviews.
- Presenting Public Health information to at-risk clients and the public.
- Interacting with people of all social, economic, cultural, and ethnic backgrounds.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Following verbal and written instructions.