
JOB TITLE: Outreach Specialist

FLSA STATUS: Non-Exempt, Hourly, Part-Time

Reports to: Outreach Program Coordinator

Summary

Catholic Charities is seeking a part-time Outreach Specialist working 24 hours per week with an agreed upon schedule to facilitate and teach life skills courses. This position also provides direct service to clients seeking emergency assistance and support through Catholic Charities. This includes scheduling appointments, providing services, and completing all required documentation. An Associate or Bachelor Degree is preferred.

Primary Function

The Outreach Specialist provides direct care in a professional, compassionate manner to those experiencing economic stress. This staff member serves as the gateway to other agency services, as well as services provided throughout the community. The Outreach Specialist develops and maintains positive working relationships with other social service providers in the community in order to offer comprehensive services. The Outreach Specialist assists in teaching life skills education classes.

Duties and Responsibilities

- Facilitates and teaches life skills courses, including preparing course materials and guest speakers, evaluating student progress, and documenting student interactions.
- Works with volunteers by providing training, follow up, and support throughout their involvement with programming.
- Enters data and client record information into applicable spreadsheets and database in a timely, accurate, and effective manner.
- Provides emergency assistance, including scheduling clients, collaborating with other agencies, providing services, documenting all client and collaborative contacts, and completing evaluations.
- Provides on-going case management to a small case load of clients, including client appointments, documentation, and making collaborative contacts
- Completes other duties as assigned.

Minimum Qualifications

- Associate or Bachelor Degree in Social Work, Human Services, Education, or related field preferred
- Experience working with diverse populations, including those in poverty
- Excellent communication and interpersonal skills
- Good time-management and organizational skills
- Valid Driver's License

- All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.
- Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs.

Preferred Qualifications

- Bi-lingual (English and Spanish)

In addition to the specific duties and responsibilities shown above, the office assistant is responsible for complying with policies and procedures established by Catholic Charities in administration, supervision, and delivery of services

Signature of Employee

Date

Signature of Supervisor

Date