

York County Community Action Corp.

Community Outreach Worker working with Special Populations

Job Description

REPORTS TO: Outreach Services Manager

STATUS: Non-exempt, full-time

PAY GRADE: 6

PURPOSE:

The Community Outreach Worker working with Special Populations, connects with low-income individuals and families with an emphasis on previously and currently incarcerated individuals, homeless individuals and families, individuals affected by substance use disorder and individuals and families seeking financial coaching and tax services. The Outreach Worker utilizes community resources and coaching needed to resolve immediate or urgent crises, as well as those which promote long-term financial and household stability. Support families who are seeking to achieve long-term stability through the use of a "Pathway Plan". Establish and maintain linkages between YCCAC's many programs and services and the communities in which we provide services.

RESPONSIBILITIES:

1. Provide client-centered coaching to homeless individuals, previously and currently incarcerated individuals, individuals affected by substance use disorder, and low-income residents of York County regarding housing, public benefits, legal issues, energy, financial stability, and other pertinent resources.
2. Provide services in a community setting, such as York County Jail and the Alfred Shelter, as appropriate.
3. Support participants with goal-setting, assessment, and implementation of a "Pathway Plan" to achieve long-term stability.
4. Provide emergency assistance for basic needs such as utilities, shelter, and food when funds are available.
5. Serve as an advocate when appropriate; assist clients in developing the skills and expertise to advocate on their own behalf. Help clients develop skills leading to long-term success.
6. Develop, coordinate, and monitor a network of services and resources tailored to needs and interests of client. Provide cross-coordination of resources across YCCAC and in the community.
7. Provide intake services for programs administered by the agency as appropriate.
8. Conduct home visits and community visits to clients unable to schedule visits to outreach sites.
9. Establish and maintain working relationships with assigned municipal offices; develop and maintain provider/resource network; ensure that community organizations have current information regarding YCCAC programs and services.

10. Assess opportunities for partnerships in addressing poverty related issues and participate in community task forces or initiatives as appropriate.
11. Collect data and complete program reports as requested.
12. Perform other duties as assigned, or as necessary to fulfill the position.

Qualifications:

1. Bachelor’s Degree and/or LSW preferred; experience may be substituted.
2. Knowledge of the human service network and systems in York County.
3. Demonstrated ability to assist other persons in identifying and addressing issues and needs.
4. Ability to link YCCAC and its resources with community organizations and to initiate partnerships when appropriate.
5. Experience and/or demonstrated ability to function well in a helping relationship with other persons, and to maintain appropriate boundaries.
6. Ability to communicate effectively to a wide range of individuals.
7. Must have reliable means of transportation for travel in York County.
8. Must not have an active record on the System for Award Management (SAM) website.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations/Special Initiatives Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	O	Sitting	F	N (Not applicable)
Carrying	O	Standing	O	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	O	C (Constantly) all the time, over 6 hrs./day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	O	20 lbs or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	12 lbs or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required

to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Community Outreach Worker working with Special Populations** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: _____

Employee Signature: _____

Date: _____