Mentoring and Community Partnership Outreach Specialist
Job Description

Job Title:	Outreach Specialist
Department:	**Chickasaw County** Public Health and Home Care Services
Reports To:	Public Health Director, Mentor Coordinator, Mentoring Advisory Board
Prepared Date:	August 2012

Summary: To facilitate the implementation of a Mentor Program and Substance Abuse Community Partnerships by assisting in all daily activities and program requirements. Maintain regular contact with local school district and all community partners including youth, mentees, mentors, families, and members of the program advisory board (coalition) as a representative of Public Health. Conduct home visits with families of children to match with mentors, recruit and train mentors, maintain regular contact with all program mentors and provide supervision of mentor matches. Engage youth as program participants for mentoring and youth substance

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist in the daily coordination as needed to: recruit, interview, train & match volunteer mentors.

Assist in conducting home visits with families of children wanting to be matched with mentors.

Assess service needs in program participant families and work with supervisors to make referrals to address needs.

Supervise mentor matches as assigned.

Assist in all fund-raising opportunities; be available for recruitment activities.

Attend and assist as needed in facilitating group events, mentor network meetings, parent meetings and recognition events.

Maintain files and documentation concerning all assigned mentor matches.

Collect data and statistical information regarding program services and program participants that are required for reporting purposes funding sources such as Decat, Foundations, Iowa Mentoring Partnership, etc.

Provide regular reports to the Program Coordinator concerning completion of assigned work and issues that may arise.

Prepare and complete all required program reports as directed by the Public Health *Director and Mentor* Coordinator.

Organize youth meetings, retailer assessments and street marketing events for the Community Partnership in both Floyd and Chickasaw County. Assist the youth in registering chapters and required reporting.

Record and disseminate minutes, reminders, articles, press releases, facebook content, and other community education and operational communication tools as needed.

Attend community meetings and meetings with other local health and human service providers or referral sources as a representative of the organization and the Community Partnerships and Mentoring Program. Attend CCCPUD and Floyd County FOCUS meetings.

Assist the two prevention coalitions, public health, law enforcement, schools, youth and community volunteers in implementing all required activities of the Community Partnership Action Plan.

Ensure that the mentoring project maintains all standards set forth by state and federal organizations. Ensure the Community Partnership for Floyd and Chickasaw County complete all required activities and report timely.

Maintain confidentiality.

Attend training opportunities as directed.

Must complete mandatory Child Abuse Reporter training every five (5) years.

Travel: to provide services to families, mentors and program participants; participate in training or staff development activities.

Complete all required time and mileage logs and submit to the Public Health as instructed.

Operate computers, printers, fax machine, copy machine, telephone, answering machine and other office equipment as required.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE
Bachelor's degree (B.A. or B.S.) from four-year college or university; or, one to two years' related experience and/or training; or, equivalent combination of education and experience.

LANGUAGE SKILLS
To perform this job successfully, an individual must be able to read, analyze and interpret all forms and documents required by the program; to respond effectively to

sensitive inquiries or complaints; to understand and demonstrate confidentiality requirements regarding the work of the agency.

OTHER SKILLS
To perform this job successfully, an individual must possess proven skills in writing, public speaking, listening and problem solving, as well as the interpersonal skills for relating to diverse individuals without regard to location or conditions.

REASONING ABILITY
To perform this job successfully, an individual must be able to define problems, collect data, establish facts and draw valid conclusions to share with the program coordinator; to deal with several abstract and concrete variables in the process.

CERTIFICATES, LICENSES, REGISTRATIONS
To perform this job successfully, the individual must have a current driver's license and automobile insurance. If a licensed social worker—an up-to-date social work license.

PHYISCAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required: to sit; to use hands to finger, to handle or to feel; to reach with hands and arms; to talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock during the use of general office machines. The noise level in the work environment is usually moderate.

Employee Signature Date

Mentoring Program Coordinator Signature Date

Public Health Director Signature Date