

Job Code TBD
Range H
October 2016

OUTREACH LIAISON

QUALIFICATIONS

A. REQUIRED

- Associate's degree in social work, counseling, nursing, community health or closely related field
- Two years of experience in the area of social work, counseling, nursing, community health or closely related field
- Equivalent combination of education/training/experience

B. DESIRED

- Bachelor's degree in a relevant field of study
- Knowledge of relevant local and state services agencies

SUMMARY

Coordinates outreach activities, resources, and services for the District. Identifies appropriate social services, based upon the needs of the school community, and connects those agency services to members of the school community.

Reports to: Director of State and Federal Programs

ESSENTIAL FUNCTIONS

- Assists with various community, governmental and social services agencies to provide programs and services for the children and their families, particularly those affected by poverty, living in the Amphitheater community
- Coordinates appropriate activities with other school district programs and neighborhood organizations
- Coordinates outreach to students who have dropped out of school and collects data on the students for the district
- Collects data on services for youth (e.g. Youth on Their Own) and the impact on students and families
- Works with state and local services to provide continuous support and services for at-risk youth (e.g. foster care, refugee, Youth on the Rise, etc.)
- Coordinates outreach services to children and families (for example, but not limited to: immunization, health screening, physical, and eye wear services)
- Organizes district resource fairs on a regular basis
- Serves as a liaison with school principals, social workers, family advocates in the District and community agencies
- Prepares reports, as requested, by the Program Director
- Generates monthly, quarterly and yearly statistical reports, as directed
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district wide educational advancement in 21st Century knowledge and skills

- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to communicate effectively, both orally and in writing
- Ability to sit, walk and stand
- Ability to read and write
- Ability to comprehend and perform functions from written and oral instructions
- Ability to remain seated for extended periods of time
- Ability to occasionally lift up to 20 pounds
- Ability to multi-task in an office setting
- Ability to perform tasks requiring manual dexterity