

City of Lowell
Job Description
Please Post ~ September 4, 2014
Deadline ~ October 2, 2014
Health Department
Outreach Worker

Job Title: Outreach Worker (1100, 2061)
Department: Health Department
Reports to: Health Director, Public Health Nurse Manager
Salary: \$34,743.28 – \$37,359.40 Annually; Grant Funded
Full-time 35 (flexible) hours per week, week-end or evenings may be required.

SUMMARY

The Outreach Worker will work to raise awareness and educate the community on substance use and abuse including synthetic (designer) drugs. This individual will also work to identify the needs of the most at-risk individuals and assist in developing a strategic plan that will allow the City to create and implement an Action Plan that will be specifically designed to decrease the supply and demand for such substances.

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

- Develop working relationships with representatives of substance abuse agencies in order to identify who is most at-risk for use / misuse /abuse /and overdose;
- Coordinate and co-facilitate focus groups and one-on-one discussions with those most at risk to better understand their needs with regards to prevention, intervention, treatment and recovery from abuse/addiction and overdose;
- Disseminate information to those most-at risk in the community regarding available resources and social services;
- Work with PHN manager and staff to identify and utilize community resources to promote awareness of substance use/misuse/ abuse and overdose;
- Assist the PHN manager to develop community education and other relevant strategies including educating retail proprietors of a city ordinance (when and if one is accepted) and penalties for non-compliance;
- Make recommendations to recruit community members to participate in regular meetings and subcommittees;
- Participate in the development of the strategic plan;
- Assist in creating and implementing an Action Plan for the community.
- Track activities and results, and generate quarterly reports.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to carry out 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.

- Excellent organization and facilitation skills
- Excellent oral and written communication skills required
- Demonstrated competency in computer skills
- Excellent outreach and rapport building skills
- Bilingual/bicultural candidates encouraged to apply

EDUCATION and/or EXPERIENCE

- Associates Degree in a related field preferred, or extensive work in outreach or health education may be substituted for education.
- Prior experience in substance abuse prevention, intervention or treatment and community education.
- Prior work with diverse populations and coalitions
- Knowledge of community and resources available in the community.
- Experience working with individuals from various socio-economic, ethnic and cultural backgrounds.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and business correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL 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 essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hand to finger, handle or feel; reach with hands and arms; stoop; kneel, crouch, squat and crawl and talk or hear. The employee must be able to lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision, color vision, peripheral vision, depth perception and the 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 essential functions.

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

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified/interested individuals send resume and /or application and a copy of certifications to the Human Relations Office, Room 19 ~ City Hall, Lowell, MA 01852; or Fax: (978) 446-7102; Deadline 4pm- Thursday, October 2, 2014. Applicants can also email applications and/or resumes to cityjobs@lowellma.gov.