

City of Lowell
Job Description
Please Post: April 7, 2016
Deadline: April 21, 2016
Health and Human Services Department
Outreach Worker

Anticipated Vacancy

Job Title: Outreach Worker (2700-23, 2270)
Department: Health and Human Services Department- Health
Reports to: Director of Health and Human Services, Public Health Nurse Manager
Union: AFSCME Local 2532
Salary: \$37,234.60 -\$40,038.96 Annually
(Fully grant funded through 6/30/2016 w/options to renew through June 30, 2020)

SUMMARY

The Outreach Worker will work to raise awareness and educate the community on opioid abuse. This individual will also work to identify the needs of the most at-risk individuals and assist in developing a strategic plan using the Strategic Prevention Framework (SPF) that will allow the City to create and implement an Action Plan that will be specifically designed to prevent/reduce fatal and non-fatal opioid overdoses in Lowell.

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 opioid use I 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 opioid abuse/addiction;
- Disseminate information to those most-at risk in the community regarding available social services;
- Work with Project Coordinator to identify and utilize community resources to promote awareness of opioid use/misuse/abuse and overdose;
- Assist the Project Coordinator to develop community education and other relevant strategies;
- Make recommendations to recruit community members to participate in regular meetings and subcommittees;
- Participate in the development of the strategic plan using the Strategic Prevention Framework (SPF) model;
- Utilize Strategic Prevention Framework to assist in creating and implementing an Action Plan for the community.

SUPERVISORY RESPONSIBILITIES: None

WORK SCHEDULE

It may be required that the successful candidate work evenings, or Saturdays. Time off during the work week may be taken to compensate for evening/Saturday requirement. The candidate occupying this position must document and be able to support appropriate allocation of their time by submitting a weekly time sheet, showing hours worked, to the Health Director of the City of Lowell.

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. Must be a Certified Prevention Specialist within 2 years of hire date.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and business correspondence. Ability to speak effectively before individuals or employees of an 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 hands 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 shock. 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 individuals send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ April 21, 2016. Applicants may also send application/resume with cover letter to fax# 978-446-7102 or email to cityjobs@lowellma.gov.

EOE/AA/504 EMPLOYER