

CATHOLIC CHARITIES DIOCESE OF EVANSVILLE

JOB TITLE: Outreach Specialist

FLSA STATUS: Hourly

Primary Function of Outreach Specialist

Catholic Charities' Emergency Financial Assistance Program serves as the gateway to the other services we offer as well as to those provided throughout the community. The Outreach Specialist provides direct care in a professional, compassionate manner to those experiencing economic stress. S/he develops and maintains positive working relationships with other social service providers in the community in order to offer comprehensive services. The Outreach Specialist assists in teaching life skills education classes.

Duties and Responsibilities

In addition to the specific duties and responsibilities shown below, the Outreach Specialist is responsible for complying with policies and procedures established by Catholic Charities in administration, supervision, and delivery of services; and abiding by the Code of Ethics of Catholic Charities U.S.A., as well as the Code of Ethics of the individual's professional organization.

As the Community Outreach Assistance Specialist:

40% of effort: Provides emergency assistance, including scheduling clients, collaborating with other agencies, providing services, documenting all client and collaborative contacts, and completing evaluations

25% of effort: Facilitates and teaches life skills courses, including preparing course materials and guest speakers, evaluating student progress, and documenting student interactions

20% of effort: Provides on-going case management to a small case load of clients, including client appointments, documentation, and making collaborative contacts

10% of effort: Assists the Coordinator of Community Outreach Services in managing low income rental properties

5% of effort: Other duties as assigned

Reporting Relationship

Reports to: Coordinator of Community Outreach Services

Minimum Qualifications

- Associate Degree in Social Work, Human Services, Education, or related field
- Bachelor Degree preferred
- Experience working with diverse populations, including those in poverty
- Excellent communication and interpersonal skills
- Good time-management and organizational skills
- Valid Driver's License
- Limited Criminal History Clearance

Preferred Qualifications

- Bi-lingual (English and Spanish)

Signature of Employee

Date

Signature of Supervisor

Date

(Rev. April. 2021)