

JOB DESCRIPTION #103.1

TITLE: Direct Support Professional

FUNCTIONAL TITLE: Outreach Specialist

REPORTS TO: Program Manager or Assistant Program Manager

BASIC FUNCTIONS: The Outreach Specialist will be responsible to conduct outreach, facilitate small peer-led and non-peer-led groups. The Outreach Specialist will recruit and engage populations at risk and their partners in Individual Level Interventions and assist the Program Manager or Assistant Program Manager with data collection and reporting.

SCOPE: The primary objective is to educate in the area of safe sex and conduct both group and individual interventions.

QUALIFICATIONS:

- High School diploma
- Knowledge/experience in AIDS-related and substance use and abuse issues
- Demonstrated skills in community education and organizing
- Familiarity with health-related and social issues faced by high risk populations
- Knowledge and experience providing educational outreach in public settings
- Valid Driver's license, ability to drive and means of transportation
- Travel to other cities and towns may be required

SCHEDULE: This may be a full time or part time position with hours to be determined by the needs of the program. May be required to work flexible hours, including nights and weekends.

RESPONSIBILITIES/OBJECTIVES:

- Participate in the design and preparation of outreach activities.
- Organize and plan weekly outreach sessions.
- Participate in the development of safer sex educational materials to be used in outreach activities.
- Participate in outreach activities.
- Conduct Individual Level Interventions.
- Conduct Group Level Interventions.
- Plan and participate in local health fairs.
- Attend project staff meetings.
- Maintain records of outreach activities and all services provided.

- Co-facilitate small group safer sex workshops for high risk populations as deemed necessary.
- Communicate with community organizations and agencies about program activities.
- All other duties assigned by the supervisor, his/her superior or the designee of either party.

EXPECTATIONS:

- To carry out all responsibilities professionally and effectively.
- To treat all individuals with dignity and respect.
- To have a commitment to assist individuals at risk for HIV and HIV+.
- To work in harmony with other Seven Hills Behavioral Health staff
- To work in harmony with Seven Hills Foundation

PHYSICAL REQUIREMENTS: Must be able to sit for extended periods of time. Must be able to lift 10-15 lbs on occasion.

STATUS: Non-exempt

STATE CONTRACT CROSS REFERENCE TITLE: N/A

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date