



## Job Description – Outreach Specialist

**Reports To:** Intake and Administration Manager

### **Duties and Responsibilities:**

1. Interview and survey participants and assess their needs during street-level outreach.
2. Network with community members and the VA to ensure the Old Pueblo Community Services programs are marketed properly.
3. Work closely with the La Frontera Rapp Team, the Vet Center, Rally Point, and all partners.
4. Perform all outreach activities as designated by Community Outreach Coalition.
5. Recruit targeted individuals for program participation, workshops, community meetings, surveys, and other activities by developing and distributing outreach materials, directly contacting targeted community members, networking with appropriate community organizations, and utilizing Old Pueblo Community Services brochures and information.
6. Respond to Veterans requests for assistance by assessing service needs and providing direct intervention, information, and referral services as appropriate in a timely manner.
7. Follow-up on referrals in order to assess outcomes and provide additional services as required.
8. Maintain and build close professional relationships and liaisons with local Veterans service organizations in the target area.
9. Make presentations regarding the services of assigned programs to ensure that appropriate referrals are made to Old Pueblo Community Services programs and maintain knowledge of issues facing Veterans.
10. Will work at the Pima County Veterans One Stop at the Kino service Center located at 2797 E. Ajo Way, Tucson, and will work in a team with all One Stop staff.
11. Attend staff meetings and trainings as required to include monthly meetings of the Community Outreach Program.
12. Perform other tasks as assigned

### **Qualifications:**

1. Possess a valid driver's license, automobile insurance and reliable transportation.
2. Minimum of high school graduate or equivalent required; AA or BA preferred.
3. Ability to stand, walk, and work outside in streets, washes and desert homeless camps (in the desert climate) for up to four hours per shift, in desert climate
4. Demonstrate knowledge of outreach methods, interviewing and assessment techniques.
5. Must possess knowledge of a broad range of social service and assistance providers in the target area, specifically services for Veterans.
6. Demonstrate knowledge and commitment to advocate for Veteran's needs.
7. Demonstrate ability of work as a member of a team and to work effectively with other community agencies in the best interest of the participant and the agency.
8. Must be computer literate and proficient in Microsoft Office and internet.
9. Cultural Competence of diverse populations.

11/22/16