



**Outreach Specialist
JOB DESCRIPTION**

Position Title:	Outreach Specialist	Exemption Status:	_____
Job Classification:	_____	Job Code:	_____
Department:	Arise		
Reports to:	Department Director		
Last Update:	April 21, 2016		

Essential Functions

To assist in developing the education and outreach program on sexual violence and related issues as needed. Coordinate and teach the education programs for schools and community groups on sexual violence and related issues as needed. Develop community relations and collaborative programs with other agencies as approved by the director. Work with director to ensure that materials and programs are culturally appropriate and sensitive to communities that we serve. Additionally, participate in organization-wide activities as well as community activities in support of sexual assault survivors.

Essential Job Duties

- Serve as community educator and victim advocate in counties of Arise coverage
- Implement program work plan as determined
- Create and maintain Community Education and Outreach Program database with accurate and relevant information
- Serve as a victim advocate in person and via hotline
- Inventory, track, and order as necessary all educational materials
- Conduct long range planning with director
- Co-facilitate presentations for organizations, community members or other groups as determined by director
- Serve as primary staff person for outreach activities, community fairs, and other tabling activities
- Complete all monthly, quarterly, and annual reports related to program as determined by director
- Support Arise fundraising activities
- Coordinate with Arise components when necessary or as determined
- Strictly abide by confidentiality/HIPAA
- Adhere to the employment, grievance, personnel policies, and procedures
- Participate in the upkeep and cleaning of the office areas
- Comply with all grant requirements and project components
- Maintain organization's website
- Design and create promotional and informational materials

Non Essential Functions

- Performs other duties as assigned.

Qualifications

- Background in Social Work, Psychology, Sociology, or other related field; Bachelor's Degree preferred, High School Diploma minimum
- Basic knowledge of sexual assault and survivor characteristics.
- Experience working with volunteers.
- Experience with program development.
- Public speaking experience
- Computer competency requirements include Microsoft Office, Outlook, online researching techniques and search engine utilization.
- Ability to be accountable to peers and community
- Knowledge of Arise communities and local culture
- Ability to work flexible hours and occasional weekends
- Ability to work with a diverse staff and community as a team player and collaborator

Environmental Conditions

- The ability to work in varying degrees of temperature (heated or air conditioned).
- The ability to work under extreme pressures.
- The ability to handle victims with the utmost care and respect.

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 objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific visions abilities required by the job include close vision, distance vision, color visions, peripheral visions, depth perception, and the ability to adjust focus.

Work Environment

Work environment characteristics 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 the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

I have read and fully understand my job description, as the Prevention Coordinator for Arise Sexual Assault Services, and as a contract employee of Roosevelt General Hospital. _____

I realize this is a contract employment position, and either party has the ability to terminate this contract by providing written notice to the other party. _____

I _____ agree to provide and maintain job requirements of Arise Sexual Assault Services, Roosevelt General Hospital under the direction of the New Mexico Coalition of Sexual Assault Program, Inc.

Printed Name

Signature

Date

Program Director

Signature

Date