



# Example of Community Outreach Specialist Job Description

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Our company is searching for experienced candidates for the position of community outreach specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for community outreach specialist

- Have job responsibilities that include responding to requests for information, providing information regarding community services, referring to community agencies, and promoting Swindells Center and partnering agency events in the community
- Engages primary care providers via letter, phone, and clinic visits
- Uses personal vehicle to drive to office visits and other field activities
- Follows SOP manual, suggests changes as needed to improve processes
- Develops relationships with designated set of providers
- Visits providers at least quarterly over life of project
- Communicates with relevant BCHD staff as needed
- Participates in training on the essentials of STI background, epidemiology, routine testing, applicable law, available resource, reporting and counseling and support services
- Responsible for mastering assigned reading material on purpose of detailing and routine STI testing
- Documents all provider encounters and provides daily assessment of the progress of the campaign

## Qualifications for community outreach specialist

- Medicaid/State Coverage Insurance experience

- Marketing experienceIL - Downers Grove, IL - Chicago
- A Bachelor's degree -or- a combination of education and applicable experience
- 1 to 3 years of experience delivering services to families with children with special needs
- Bilingual Spanish and/or Russian