



Example of Community Outreach Specialist Job Description

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Our growing company is hiring for a community outreach specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for community outreach specialist

- Reviews electronic reports of encounters for completeness and accuracy
- Keep supervisor apprised of any issues with data collection tool or database
- Administers verbal and observational survey at each provider contact
- Maintains strict confidentiality of all patient information should any be encountered
- Reviews and plans monthly and weekly schedule for provider outreach
- Provides feedback on survey instrument improvements
- Develop partnerships with stakeholders in the Baltimore-Towson Metropolitan Area
- Identify newly positive or out-of-care youth and engage them into HIV primary care
- Ability to communicate clearly and concisely, conveying complex information in a manner that others can understand, ability to understand and interpret complex information
- Participate in workshops, seminars and assigned training programs that will facilitate ongoing professional development

Qualifications for community outreach specialist

- Spanish language a definite plus
- Bachelor's degree required in social work, gerontology or a related field (Master's preferred)
- Spanish language skills bilingual/bicultural strongly preferred

- Workforce development experience preferred