



Example of Community Outreach Job Description

Powered by www.VelvetJobs.com

Our company is hiring for a community outreach. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for community outreach

- Be point person for the construction spread in the event of protester demonstrations
- Assist with maintaining many activities related to the Community Outreach Program
- Assist with functions on the multidisciplinary care team as an advocate, interpreter, education and referring physicians patient and caregivers to provide resources and assistance with accessing clinical and supportive care services offer within the PSMMC and in the community
- This position will provide assistance through out the facility and in the community regarding services provided for this diverse and unique patient population
- Prepares for the following day's appointment in a thorough and timely manner
- Demonstrates a concern for efficiency and cost effectiveness
- Follows established procedures for letters and summaries
- Is knowledgeable of the location for supplies and ordering procedures
- Inventories office supplies orders as appropriate
- Performs other duties as assigned by the Director of Civic Leadership and Sustainability

Qualifications for community outreach

- Generally requires 3-7 years of related experience working in a recruiting organization (corporate or agency) and partnering with community-based organizations focused on talent attraction strategies
- Attends scheduled events per quarter as agreed and outlined via the Department Plans
- Bachelor's Degree required, Master's Degree preferred or equivalent work experience in social services, public health, gerontology, social work or a related field
- Minimum three years of experience in case management, care coordination, community outreach and education
- Experience working with people with Alzheimer's/Dementia and their family care partners preferred or related field