



Example of Outreach Worker Job Description

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Our company is growing rapidly and is looking for an outreach worker. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for outreach worker

- Establish effective, trusting working relationships with healthcare providers and resource providers
- Ensure documentation of Outreach activities are in appropriate data base per client's assigned enrollment and is in accordance with the Lead Health Home's Departmental standards
- Work in the Drop-In Center, assisting with client intake, laundry services, shower services, mail services, addiction management services, other SPARC services and activities
- Perform TB testing, rapid HIV testing and phlebotomy as needed
- Provide outreach to recruit women into the drop in center
- Support Ryan White Coordinator/Case Managers/Nurses in the coordination of services for PLWHA
- Submit reports regularly regarding education and outreach activities to the EIS Project Director
- Provides informal counseling, education, and social support to clients
- Assists clients with utilizing available resources, including scheduling medical appointments, accompanying clients to appointments, and assisting with completion of medical program applications
- Attends outreach events such as health fairs, kids festivals, school events, sporting events and employee benefit fairs to provide information on available programs and health insurance options for children

Qualifications for outreach worker

- Must possess excellent communication skills and interpersonal skills, and be a team player
- Attention to detail in record keeping, documentation, and reporting is vital to this position
- Must have knowledge of the healthcare system and familiarity in navigating patients through the system for services
- Must have extensive work experience and knowledge of people, organizations and institutions in the El Paso, Texas and surrounding areas
- Must have excellent English grammar and spelling skills