

NEW RIVER COMMUNITY ACTION, INC.
CHILDREN'S HEALTH IMPROVEMENT PARTNERSHIP OF NEW RIVER VALLEY/
PARENTS AS TEACHERS

SCORE OUTREACH SPECIALIST

Job Description

General Description

Under the direction of the Smart Beginnings NRV Home Visiting Coalition and the direct supervision of the NRCA CHIP/PAT Coordinator, the SCORE Outreach Specialist provides creative outreach to referral sources for at-risk and low-income pregnant women and parents who may be in need of home visiting or other health or parenting services. SCORE is the Smart Beginnings NRV Service Coordination, Outreach, Referral, Eligibility system.

Duties and Responsibilities

1. Develops relationships with local pediatricians, family practitioners, ob/gyn practitioners, other child and family serving agencies, school nurses and social workers, minority organizations, churches, etc. in order to generate increased early referrals for home visiting services.
2. Takes inbound referrals by phone, fax and e-mail and enters them in the SCORE case tracking system.
3. Contacts or meets with perspective families to complete an intake screening and to provide home visiting program information, educational materials, and information about other programs available to the families.
4. Facilitates referrals to Smart Beginnings NRV Home Visiting Coalition partners and to other agencies as appropriate, with a priority for generating enrollments from the targeted populations for the MIECHV grant.
5. Respects and promotes the unique identity of each child and family and refrains from stereotyping based on gender, race, ethnicity, culture, religion, or disability.
6. Reports regularly (monthly) to the Smart Beginnings NRV Home Visiting Coalition on referral sources contacted, referrals generated, intake screenings completed and new enrollments by program.
7. Participates in all meetings and trainings deemed necessary by the CHIP/PAT Coordinator.
8. Completes documentation and submits all appropriate paperwork and reports as required.
9. Maintains confidentiality of children, families, and other staff members' records and information.
10. Works within required state and federal guidelines; follows agency policies/procedures in all areas.
11. Professionally represents CHIP/PAT, NRCA and the Smart Beginnings NRV Home Visiting Coalition in the community.
12. Personally reports to Department of Social Services all suspected child, aged or incapacitated adult abuse and neglect as required by law and documents accordingly. Informs supervisor of all reports to Department of Social Services.
13. Performs all other duties that advance the philosophy and goals of the the Smart Beginnings NRV Home Visiting Coalition and NRCA as deemed necessary by the supervisor.

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Special Requirements

Must demonstrate good written and verbal communication skills.

Must be friendly, positive, responsible, and capable of exercising good judgment in dealing with children and adults.

Must have capacity to problem solve, handle crises, and work with families and children of various cultures from low-income backgrounds.

Must use approach to working with families that is empathetic, nonjudgmental, respectful, and professional.

Must maintain regular attendance and perform job duties and responsibilities in a satisfactory manner.

Prior to employment, the applicant must sign authorizations for NRCA to perform DMV and Criminal Record Checks to demonstrate that a satisfactory driving record and no pending or founded charges or convictions related to abuse, neglect, and/or exploitation of children or adults (or other felony or misdemeanor charges which would conflict with the mission and philosophy of the agency).

Must possess valid driver's license and safe driving record. Must be able to drive up to 4 hours per day, but may be required to drive more than 4 hours in a given day. Some night/overnight driving may be required for night or out of town trainings or meetings.

If agency vehicle is unavailable, must have vehicle with valid inspection and insurance meeting minimum state requirements available for transporting individuals and families within the New River Valley, and in pre-approved cases outside the New River Valley. Mileage reimbursed by NRCA.

Must pass physical exam in which a physician documents employee's capability of transporting clients. The physical must also include a TB test and document that the employee is capable of performing essential duties specified in his/her job description.

Must be capable of lifting up to 50 pounds, walking, bending, and standing, occasionally lifting 80 pounds.

Qualifications:

1. A Bachelor's Degree in human services field, communications, public relations, marketing, or a related field or another degree with an equivalent number of credits in field, OR
2. An Associate's Degree in human services field, communications, public relations, marketing, or another degree with an equivalent number of credits in field plus two years related experience, OR
3. High school diploma or equivalent plus four years related experience.

Although education and prior experience are highly desirable, the most important qualifications for this job are commitment to service delivery and the willingness to work with parents in a positive, caring manner.

Pay Scale:

Wage, non-exempt position. This position may be a full or part time position as determined by management.

This position is classified as grade 17 on NRCA pay scale table currently in force.