

**Community Outreach Worker
Job Description**

Classification: Non-Exempt
Salary Grade/Level/Family Range: G-4, \$12.50
Reports to: Program Director
Date: July 24, 2021

JOB DESCRIPTION

Summary: The Community Outreach workers main responsibility is to educate community members about COVID-19. This occurs through face-face, direct, and indirect interaction. The Outreach worker will assist individuals with scheduling vaccine appointments, as well as provide information on vaccine locations, and transportation. Lastly, the OW will participate in weekly, and weekend events that support the main goal of the COVID-19 Vaccine Access Program.

Essential Job Responsibilities

- Participate in ongoing training to stay up to date on COVID-related information and resources.
- Attend regular meetings; take in and organize large amounts of continually changing information; ensure that all project staff are aware of the current info and resources.
- Connect community members to resources to meet the full range of their COVID-related needs.
- Support planning of testing events and ongoing testing locations.
- Community engagement and outreach to promote testing.
- Travel throughout Southwest MS to provide community support at vaccination events/sites.
- Collect data and submit through the Survey Monkey.
- Document community engagement, i.e., education and relevant information.
- Schedule vaccine appointments and transportation.
- Maintain confidentiality of participants' vaccine status, age, etc.

Work Environment: Work conditions, indoor/outdoor in all types of weather.

Work Authorization/Security Clearance: If Applicable

AAP/EEO Statement: "Equal Opportunity Employment"

Education: Experience in community engagement, customer service or related experience preferred.

Other Duties: This job description should not be construed to imply that those requirements are the exclusive standards for this position. Incumbents may be required to follow any other instructions, and to perform any other related duties that may be required by their supervisor.

Signatures: This job description has been approved by all levels of management.

Manager: _____ **HR:** _____

Employee signature below constitutes the employee's understanding of the requirement, essential functions, and duties of the position.

Employee: _____ **Date:** _____