

Near Northwest Neighborhood

INCORPORATED



Our Mission: The Near Northwest Neighborhood, Inc is an organization of citizens dedicated to the preservation and revitalization of the neighborhood through
Providing affordable housing to low-moderate income households,
Organizing and empowering residents, and
Promoting the neighborhood's interest within the neighborhood and the entire community.

POSITION:

Community Outreach Worker – Lead Hazard Outreach

SUPERVISION:

Duties assigned by and reports to Project Manager. Also will receive direction from Executive Director.

GENERAL STATEMENT OF DUTIES:

Functions as a member of the Community Outreach team, which includes two Community Outreach Workers and the Project manager, focusing on lead poisoning prevention. This position is being put in place to bridge relationship gaps and to demonstrate respect and compassion for families while offering them help in finding lead resources. Primary tasks include building relationships with neighbors, providing educational outreach, connecting children and families with resources, and serving as an family advocate regarding lead hazards.

DUTIES AND RESPONSIBILITIES:

Identify families in the neighborhood with children under the age of 7:

- Identify and build relationships with families with children under the age of 7 within Census Tract 6
- Identify and interview families with current potential lead exposure risk
- Utilize creative ideas to reach out into the community to contact underserved segments of the neighborhood population.
- Provide support to families; educate families about available community resources
- Other duties as assigned.

Assist in lead hazard education and outreach:

- Participate in training and orientation sessions, including a one-week, expenses paid training as a Certified Community Health Worker
- Act as an advocate to families regarding lead testing and lead resources in the community [as they relate to medical providers and agencies].
- Visit families in their homes to provide support, encouragement, education, and connection to resources.
- Make referrals to other appropriate agencies to help coordinate lead hazard understanding and prevention
- Receive training about issues related to lead poisoning, and meet key community partners
- Plan and participate in public outreach meetings and lead testing events, a minimum of four. These events will likely be in evening or weekend hours.
- Help connect affected families with each other, where appropriate, and help them raise their collective voice in shaping how the community addresses the issue of lead poisoning.

Assist the Community Outreach Team:

- Maintain records, reports, and files as required by program policies; also keeping accurate records of home visits, appointments, and referrals
- Follow up with clients who have missed an appointment, or referrals that have been ineffective
- Meet with the Program Manager as needed, at least on a bi-weekly basis, to review work plans, share information, problem solve concerns and report progress

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrates basic knowledge of family communication skills
- Requires self-motivation, good organization, and time management skills
- Requires the ability to establish and maintain effective working relationships with families, staff, community organizations, and the public
- Must effectively represent the Near Northwest Neighborhood, Inc. (NNN), our mission and values.
- Must be able to make and keep appointments with families.
- Demonstrates the communication skills (both verbal and written) necessary to interact effectively with diverse populations; also has the skills needed to communicate in a clear and effective manner.
- Should be friendly and outgoing. Requires good listening and feedback skills, and the ability to accurately assess difficult situations and respond effectively.
- Ability and interest in working in a culturally diverse community setting
- Demonstrates proficiency in basic computer skills (i.e., data entry, word processing)
- Must maintain confidentiality about all neighbor contact.
- Experience and strong interest in the area of community development preferred
- Available and able to make a commitment to begin position within a reasonable time frame

The above level of knowledge, skills, and abilities are normally acquired through the successful completion of a High School education (or equivalent). The successful completion of a one-week Community Health Worker certification course is required during the first six months of employment. Experience in community engagement a plus, though not required. Physical residency, current or past, within the Near Northwest Neighborhood, is desired, but not required.

WORKING CONDITIONS:

1. Works in an office part time, with time spent outside the office in all weather travelling to neighborhood homes, and canvassing the neighborhood.
2. Must be available to work flexible day, evening and weekend hours.
3. Will require in-home visits with families.

HOURS: 16 hours a week with some variability; 12 month position

COMPENSATION/BENEFITS: \$15/hour. No additional benefits. Time off as scheduled with Project Manager.

To Apply:

Submit a cover letter and resume by mail or email. Please include two references (at least one work reference), what hours available to work, and date available to start working.

Kathy Schuth, Executive Director
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For more information or questions, call 574-232-9182