IRIS HOUSE, INC.
POSITION DESCRIPTION

Position Title: Community Outreach Worker **FLSA Status:** N/A – contract position

Department: Prevention -COVID **Date:** January 2022

Reports To: **Program Coordinator** **Location:** Plainfield

POSITION SUMMARY

The Community Outreach Worker (COW) is primarily responsible for conducting outreach, engagement and education on the COVID-19 vaccines, and providing navigation to vaccination clinics and other vaccine service providers in Union County and in particular the areas of Plainfield and Elizabeth. *This is a contract position with an expected work week of 14 hours.*

ESSENTIAL POSITION FUNCTIONS

1. Perform street outreach and participate in community events to provide COVID-19 education and vaccination information and related services.
2. Actively link and guide community members with information and strategies on how to access COVID-19 vaccine services and other needed services (i.e. housing, counseling, medical, etc.)
3. Assists client to navigate the medical care system and schedules client doctors' appointments when necessary
4. Aid with vaccine scheduling, including sending reminder texts and providing transportation assistance if needed
5. Provide follow-up services to community members ensuring they are in care and attending all necessary appointments
6. Assist other project staff in linking patients to resources related to COVID-19 vaccine access and treatment
7. Work with program personnel providing information on, identifying and addressing barriers to accessing services COVID-19 vaccine services
8. Maintains concise documentation describing, for example, length and venue of outreach, type of event if applicable, number of community members reached and demographics of the community members you interact with, and the results of your interactions.
9. Attendance at relevant team meetings and trainings.
10. Maintains the programs resource directory to assist with ease of referrals; must be willing to work a flexible schedule, including some week-ends
11. Participates in creating and maintaining a workplace that values diversity and is free of racism, sexism, heterosexism and other discriminatory practices.

OTHER POSITION FUNCTIONS

1. Serves as a liaison between the community and Iris House.
2. Prepares clear and concise reports, correspondence, follows policies, procedures, and other written materials
3. Demonstrates teamwork and open communication.
4. Establishes, maintains and foster positive and effective relationships with those contracted in the course of work.

POSITION REQUIREMENTS

Education/Experience: Minimum H.S. degree and 1-year experience performing community outreach; peer/member of Population of Focus, including LGBTQ+ and immigrant communities, preferred. Functional knowledge related to COVID-19 as well as HIV/AIDS is plus. Familiarity with service options available to support and empowerment patients. Bilingual preferred. Must be fully vaccinated.

Other Requirements: Excellent communication skills; must be proficient in the use of personal computers and Microsoft Office. Ability work some late nights and weekends. Driver's license preferred.

Qualified Candidates please send cover letter and resume to Crystal Mitchell, Program Coordinator, at Cmitchell@irishouse.org