

Position/Title: **COMMUNITY OUTREACH WORKER**
Classification: Non-Exempt/Full Time 40 Hours
Reports To: Director of Women's Health Advocacy Services
Location: 38 Lawrence Street, Lawrence, MA 01840
Compensation: \$36,000-\$38,000

ABOUT THE YWCA

The YWCA of Greater Lawrence is a social change organization which exists today for the same reasons it was founded back in 1892: to assure that women have the tools, skills and opportunities needed to become and remain personally and economically self-sufficient. Behind every one of our milestones is a story, a journey and an unwavering commitment to improving the lives of women and their families. The breadth of our offerings is great, with every program and service molded to our mission of helping to foster peace, justice, freedom and dignity for all. Each year we serve over 15,000 people from our Lawrence, Haverhill, Lynn and Salem, NH locations, where people know they can turn for caring, compassionate and highly skilled support.

POSITION SUMMARY

The Community Outreach Worker will serve as the lead in expanding the Latino Stanford Disease Self-Management Initiative within the Greater Lawrence area and strengthening partnerships to enhance community-clinical linkages. She/he will be responsible for conducting Stanford Disease Self-Management education, outreach, recruitment and linkage of Latinos to Self- Management workshops. She/he will track all program outreach, ongoing referrals, networking with practitioners and local agencies. In this role, she or he will report to the Director of Women's Health Advocacy Services and work collaboratively with the Center for Healthy Aging, the Lawrence Senior Center, Greater Lawrence Family Health Center, and other relevant partners.

ESSENTIAL FUNCTIONS

1. Support the expansion and increase enrollment to free Stanford Disease Self-Management (SDSM) programs in Spanish to promote healthy living and disease self-management.
2. Conduct information sessions with local practitioners and agencies to build referrals pipelines to SDCSM programs and create interest in the program among Latino population with a particular focus on elders.
3. Coordinate activities with Elder Services' Healthy Living Center of Excellence (HLCE), Lawrence Senior Center, and other agencies to prevent duplication of services, maximize enrollment in workshops, publicize sessions, and hold annual alumni celebrations.
4. Outreach, recruit and organize workshops to train Stanford leaders in partnerships with HLCE.
5. Responsible for data tracking of referrals, enrollment, completers, collection of all workshop documents and producing timely and accurate updates when required.
6. Ensuring that an ongoing bi-directional SDCM referral system between providers, patients and community organizations is established.
7. Responsible for outreach, recruitment, and follow up of all participants for SDSM workshops.
8. Provide support services to clients including translation, scheduling, emotional support, transportation and arranging babysitting, as needed.
9. Supports Director of Women's Health Advocacy Services in providing and building community relations, organizing events/workshops and administrative support for Women's Health Services.
10. Attend any other meetings as requested by Women's Health Advocacy Services
11. Participates in and supports the Health Ambassador Project, as needed
12. Conduct other duties as required in an environment that is flexible, fast-paced, and changing.

QUALIFICATIONS

- Bachelor's Degree in Human Services, Health Education, or related field or 3 years equivalent work experience.

- Demonstrated skill in building relationships with diverse audiences, including health care leaders and the public.
- Some knowledge of and experience with the Stanford array of self-management programs, particularly the Stanford Disease Self-Management Program (DSMP), is preferred.
- Reliable project management, data gathering and reporting skills.
- Strong planning, organizational and communication skills.
- Ability to function in a fast paced environment, handle multiple projects and work independently with minimal supervision.
- Training and competence in the following: outreach education working with Latino population.
- Assessment techniques; public health; community organizing; and leadership skills.

Must Have

Bilingual/bicultural (Spanish/English)

PHYSICAL/MENTAL DEMANDS

Work requires sitting, standing, stooping, bending, walking, climbing and dexterity as well as driving to and from appointments and making presentations.

Work is varied in nature and requires the ability to communicate in person, on the telephone and in large groups.

It is expected that all professional staff will function as self-directed members of a team. The activities and performance of the individual in this position shall meet appropriate professional standards and be in keeping with the philosophy and purpose of the YWCA of Greater Lawrence.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This document does not create an employment contract implied or otherwise, other than an "at will" relationship.

The YWCA of Greater Lawrence is an equal-opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, relation or national origin.