



Job Description

Position Title:	<u>Community Outreach Worker Temporary</u>	FLSA:	<u>Non-Exempt</u>
Position Reports To:	<u>Project Coordinator/Manager</u>	Salary Range:	<u>\$19.55 Hourly</u>

Summary of Duties:

Under the direct supervision of the Outreach Coordinator – COVID 19, this Outreach Worker is responsible for providing culturally competent outreach and COVID 19 education to the Cambodian community. Outreach and education activities will include, distribution of information regarding COVID 19 prevention.

Essential Duties and Responsibilities:

1. Provide culturally sensitive and linguistically competent home visitations to provide targeted case management
Deliver and distribute printed materials businesses in and along the Anaheim Corridor (Cambodia Town)
 - a. Outreach and engage the businesses along Anaheim Street such as grocery stores, jewelry stores, and pharmacies to allow materials to be distributed. The COC will assist the Project Coordinator to outreach to the businesses.
 - b. Replenish and refresh the materials as needed in the businesses.
2. Deliver printed materials, primarily two-sided door hangers to residences in the designated Cambodia Town area. Focus will be Cambodian households, but Spanish materials will also be available for distribution.
3. Be familiar with the COVID materials being distributed. Be able to make referrals to appropriate sites such as the approved list of test sites or to the COVID Project main line while distributing materials.
4. Assist in targeted phone bank calls.
5. Convey feedback from the community members to the Project Coordinator.
6. Submit weekly invoices for work completed.
7. Be responsible for maintaining safety procedures to protect self during their work. Must report exposure to COVID to the Project Coordinator immediately and self-quarantine.
8. Need to have access to a car or public transportation.
9. Miscellaneous – other tasks as required by the Project Coordinator

Non-Essential Duties and Responsibilities:

1. Provide backup translation services to agency clientele.
2. Attend training sessions and meetings when necessary.

Qualifications and Experience:

1. High School Diploma with minimum of three years' experience working in a similar position.
2. Previous outreach and education experience desirable.
3. Experience in servicing a culturally diverse clientele.
4. Knowledge of the API community and its needs.
5. Bilingual/bicultural skills in Khmer.
6. Excellent communication skills, both written and oral.
7. Exhibit flexibility, client-centered perspective.
8. Reliable transportation with proof of insurance.
9. Evening and weekend work required.

Above duties and qualifications may be updated without notice due to programs and services requirements.