



## Job Description

### Position Title

Outreach Specialist

### Reporting to

Director of Programs

## Position Summary

The primary function of the Outreach Specialist is to provide outreach services in the Bluffton area. This position coordinates and provides best practice programs to the community regarding the prevention of child abuse and neglect. Special emphasis is directed to schools, youth serving community organizations, faith entities and other identified populations where youth are at risk of child abuse or neglect. Work is done in the format of direct services to youth, their parents or caregivers and to community professionals who work with youth. Programs as well as community forums under the direction of the Outreach Specialist are designed to stop the cycle of child abuse and neglect. A secondary function of this position is data collection, verification and summarization. The specialist also assists with grant reporting to corporate, foundation and government funders using outcome measurement processes. The Outreach Specialist will also be responsible for all other duties designated by the Executive Director or the Director of Programs that will benefit the organization.

## Duties and Responsibilities

### Program Implementation

- Implements and evaluates activities related to School Outreach programs, Domestic Abuse Prevention program, Mandated Reporter program, Cribs for Kids programs, Parenting programs, and all other best practice, proven effective, programs the organization undertakes, as assigned.
- Conducts research based best-practice programs designed to reduce child abuse and neglect and risky behaviors.
- Develops and implements recruitment strategies to increase the number of clients served by the programs.
- Compiles, analyzes and reports on trends in the programs.
- Compiles, maintains and reports on the monthly, quarterly and annual program statistics.
- Analyzes trends in the program, identifying issues and developing and recommending solutions to the executive director.

### Performance Quality Improvement

- Helps CAPA meet its quality improvement, evaluation and reporting requirements.
- Contributes to developing outcomes and indicators and setting targets.
- Participates in the collection and interpretation of data.



### **Miscellaneous**

- Maintains confidentiality requirements of the agency.
- Reports immediately to the Department of Social Services or Law Enforcement any suspicion of abuse or neglect as required by law.
- Participates in and represents CAPA at community events and provides support at CAPA events, as assigned.
- Performs any other related duties as may be necessary to the functioning of the agency or at the request of the Director of Programs or Executive Director.

### **Qualifications**

- University degree or community college diploma in education, social work, human services or other related fields and/or previous applicable experience
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent public speaking skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Sound computer skills including word processing and database management
- An understanding of the non-profit, voluntary and social services sector
- Must have the ability to interact in a professional manner with staff, clients, DSS staff, Court officials and the general public
- Must be 21 years or older
- Ability to work flexible hours
- Access to reliable transportation, valid driver's license, approved insurance coverage (to include being approved by CAPA's automobile insurance carrier) and clean driving record
- Ability to climb stairs, bend, crouch, and lift 50lbs and may require long periods of sitting and standing
- Must have no criminal record
- Must have no history of substantiated child abuse or neglect