



# COVENANT HOUSE PENNSYLVANIA

## JOB DESCRIPTION

### **Position Title: Outreach Worker**

**Overview:** *To deliver high quality outreach services to young people in need on the street or in programs by making contact with them and beginning a relationship with the goal of removing them from the street.*

### **Responsibilities and Essential Duties:**

- To make contact with youth on the street or in other unsafe situations and deliver street based services such as counseling, emergency referrals, basic needs (e.g. food, blankets, or clothing).
- Ensure the safety of the Outreach staff and youth served by following proper Outreach policies and procedures.
- Develop relationships within the Community Outreach Center to ensure that youth needs are met in an immediate and effective manner inline with agency Mission and philosophy.
- Maintain accurate documentation of outreach logs; outreach reports, grant reports, progress notes, referrals, initial screenings and other program information.
- Maintain outreach vehicle in clean and good operating condition following proper policies and procedures.
- Participate in the preparation of monthly, quarterly and annual progress reports.
- Participate in team case management meetings, case review, transition and other team meetings.
- Accurate and timely completion of all status and grant related reporting and documentation.
- Ensure responsible allocation and documentation of petty cash and resources in accordance with agency policies and procedures.
- Evaluate the location and needs of the youth served with the goal of informing the Outreach Manager to make program changes to meet newly identified issues.
- Be flexible to meet the changing needs of the youth we serve.
- Participate in the development of program resources for the population served.
- Exhibit professional behavior in all interactions with staff and youth.
- Wear proper Outreach attire at every outreach outing for safety and proper identification as Outreach Staff
- Any other duties assigned by management staff.

### **Knowledge and Skills:**

Excellent communication and crisis management skills; strong desire to work with at-risk adolescents; ability to handle physically and emotionally challenging situations; excellent assessment and judgment; valid Pennsylvania driver's license and insurable driving record.

### **To Apply:**

Email resume to [hmillington@covenanthousepa.org](mailto:hmillington@covenanthousepa.org)