

## HIDALGO COUNTY

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**JOB TITLE:** Community Outreach Worker      **FLSA STATUS:** NON-EXEMPT  
**DEPARTMENT:** 122      **CIVIL SERVICE STATUS:** NON-EXEMPT

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### **SUMMARY**

Promotora's will recruit and motivate isolated colonia residents in the North San Juan Area. Will conduct needs assessments to determine the health, social, educations, employment, and employment training need of the surrounding colonias. Services will be provided to families, youth, elderly, and the community in whole. Employees will not have supervisory responsibilities.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Conduct home visits to educate and recruit colonial residents to educations, workforce, health, human services, youth, elderly, and other enrollment opportunities, activities and trainings offered in the North San Juan CRC and PCT II Area.
- Identify family needs and barriers to participation in education, workforce, health human services, youth and elderly programs available locally and recruit PCT II residents to those programs.
- Follow up with residents on their preparation and progress.
- Completes and documents evaluation activities.
- Prepares reports as required including daily encounter records.
- Performs phone duties as needed.
- Attends training when needed.

### **EDUCATION and/or EXPERIENCE**

- High School diploma or General Education degree (GED);
- Fully bilingual ( English/Spanish)

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess valid Texas Motor Vehicle Operator's License
- Must be able to be insured by the County's insurance carrier.

### **OTHER SKILLS AND ABILITIES**

- Secretarial skills, typing, and computer usage.

- Must have good command of the English language including usage, spelling, and grammar.
- Ability to communicate effectively orally and in writing in English and Spanish.
- Ability to be organized, efficient and confidentiality.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.
- Follow up with residents on their participation and progress.
- Completes and documents evaluation activities.
- Prepares reports as required including daily encounter records.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low.

### **IMMUNIZATION/TB SCREENING REQUIREMENTS**

Employees may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B, measles, mumps, rubella, or rabies vaccines). TB skin testing may be required yearly as needed.

### **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following;

- Sitting for extended periods of time
- Frequent standing, bending, and reaching
- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Maintaining confidentiality
- Demonstrating intellectual capabilities

Effectively handle work environments and conditions which involve:

- Working closely with others
- Working in a multi-task environment

**Maintain effective audio-visual discrimination and perception needed for:**

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with others

**ACCIDENT PREVENTION PROGRAM**

**Required to follow all departments' safety regulations**