



Job Title:	Outreach Worker	Job Category:	Direct Services
Department/Group:	Client Services	Job Code/ Req#:	
Location:		Travel Required:	
Level/Salary Range:		Position Type:	Full-Time
Job Description			
<p>Job Purpose:</p> <p>Under general direction, is responsible for performing varied administrative and social service work by providing services, performing outreach and making referrals to the appropriate agency to ensure solutions to client problems. Duties will include:</p> <ul style="list-style-type: none"> • Assisting in the development of forms, reports and administrative procedures • Identify individuals who are HIV+ and have dropped out of treatment and provide outreach to assist in accessing medical care and provide community education. • Identify individuals who are newly diagnosed HIV+ and provide outreach to assist in accessing medical care • Conducting outreach to the target population to include individual and group presentations • Designs, plans, and conducts Information sessions. • Assists in preparing presentations, publications, advertisements and promotional materials. • Proactively seek out and develop relationships to encourage positive relations between AARC and other organizations. • Compiling statistical reports and maintaining Outreach database • Performs related duties and fulfills responsibilities as required. <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • High School Education or equivalent. • Two Years Experience in a related field • Driver's License • Ability to lift 25 pounds • A minimum of one year paid work experience with persons with HIV/AIDS or other catastrophic illness; and • Extensive knowledge of community resources and services 			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	