



Position Description

Elect Outreach Worker

Salary Level: As per AEA Contract for Certified professionals

Revised Date: February 10, 2022

Contract/Benefits: Based on Teacher Agreement

Prepared by: Director of Student Services

Department or Area: Student Services Department

Approved By: Human Resources

Reports To: Director of Student Services

Qualifications:

1. Bachelor's degree in education, social services, or related field.
2. Experience in program management.
3. Demonstrated ability to work with schools and community.
4. Ability to work independently, and to interact well with others.
5. Proficient in Microsoft Office programs, including PowerPoint, Word, and Excel in addition to technology required for communication and meeting the expectations of the program.

Summary

The ELECT Outreach Worker act as liaison among pregnant and parenting students, parents/guardians, local agencies and ASD and community-based student supports providers. Responsibilities include: outreach; development and implementation of Individualized Service Plans; home visits; group meetings; case management including resource identification, referral and follow-up; parent education; records maintenance, and accurate and timely data collection and submission. The goals of the ELECT program are high school graduation and future economic self-sufficiency for these students and their children.

Essential Duties and Responsibilities:

1. Reflect the ethnic and cultural diversity of the community.
2. Demonstrate a working knowledge of the available community resources.
3. Have experience working with low-income families.
4. Have a knowledge base of child development and child-rearing techniques.
5. Exhibit professionalism.
6. Be enthusiastic about learning as well as teaching.
7. Show acceptance, empathy and positive regard.
8. Demonstrate a personal commitment to the philosophy, vision and mission of the ELECT Program.
9. Have good organizational skills.
10. Maintain accurate records
11. Performs other duties as assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Addresses difficult or emotional student/family/community situations judiciously; Responds to student/family/community requests for service and assistance; Meets commitments made to students/families and the community; Maintains confidentiality; Listens carefully; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Responds appropriately to questions; Demonstrates small group presentation skills; Writes clearly and effectively; Gives and welcomes feedback; Contributes to building positive morale.

Organizational Skills

Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Utilizes district/school resources with fiscal prudence; Develops strategies to achieve district/school goals; Understands district's/schools' strengths & weaknesses; Aligns work with strategic goals.

Personal Competencies

Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Prioritizes and plans work activities; Uses time efficiently; Treats others with respect regardless of their status or position; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, climb stairs, and bend. The employee is required to use hands to fingers or handle documents, telephone, etc. The employee is occasionally required to stand; sit, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation:

The person filling this position will be evaluated according to the evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position