

Washtenaw County

JOB DESCRIPTION

Job Code: 1884
Authorization: 09-
Employee Group: 25

CLASS TITLE: Community Outreach Coordinator
DEPARTMENT: Sheriff
FLSA STATUS: Exempt

JOB SUMMARY:

Under the supervision of a higher classified employee, records and documents progress and interacts with agencies and residents involved with the Sheriff's Office Community Engagement Division, assists with organizing, developing, and implementation of neighborhood improvement strategies through collaboration with a variety of community stakeholders. Oversees and trains street outreach team members. Demonstrates documents and provides active and continual staff support to residents and community agencies to ensure neighborhoods are progressing toward the service delivery objectives. Creative approaches to outreach, community knowledge, and greater community visibility are essential elements for performance.

EXAMPLES OF DUTIES

Essential Duties:

- Performs a variety of outreach and recruitment activities through direct interaction with residents and community stakeholders.
- Provides initial screening and training of street outreach team members as well as ongoing oversight and supervision of outreach team members.
- Assists residents in developing goals and priorities, identifying areas of strengths and weaknesses, and developing and implementing neighborhood improvement strategies.
- Maintains a resource of Human Services and up to date community assessment information.
- Participates in neighborhood watch meetings to provide citizens with relevant information, and establish ongoing relationships with residents.
- Designs and implements evaluative tools to measure programs success.
- Processes various administrative records, and organizes and maintains office files.
- Develops and implements various community based programming to meet communities identified needs.
- Assists in the seeking out and writing of future grants.
- Performs other related duties as required.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

- Local communities
- Community organizing tools and processes
- Programs/services available within the community.

Skill in:

- Working with diverse populations from low-income neighborhoods.
- Performing effectively under stress; using sound, independent judgment within established policy and procedural guidelines.
- Interpersonal and communication skills (written, visual and oral), to interact effectively with individuals and community agencies.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Operating standard office equipment, including a personal computer.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including computer, vision and read printed materials and VDT screen and hearing and speech sufficient to communication in person or over the telephone.

EXPERIENCE

One (1) year of progressively more responsible experience in working with people. At least 3 years experience using standard word-processing, spreadsheet and database applications required.

EDUCATION

At least four years of college in area supportive to duties required.