



Job title:	Outreach Worker / Clerical Assistant		
Department:	BRIDGES		
Reports to:	Outreach Coordinator and CEO		
FLSA:	Non-Exempt	FTE: 1	

Job Overview

The position is responsible for supporting The Outreach Coordinator in developing and implementing outreach and marketing activities, campaigns and strategies to promote all BRIDGES at Lake Worth West programs as well as supporting the administrative staff by performing clerical duties.

Essential Functions

1. Perform outreach in the community including schools, day care centers, supermarkets, among others.
2. Create and distribute flyers and materials to promote programs and encourage attendance at agency events.
3. Support Outreach Coordinator with planning and organizing the Annual Health Fair and other Community events.
4. Support Outreach Coordinator implementing community engagement programs.
5. Facilitate safety workshops for members when required.
6. Print reports to monitor retention, immersion and saturation.
7. Attend trainings and outreach meetings, as required.
8. Enter outreach data into HBDS system.
9. Model the values of the organization and demonstrate ethical behavior both internally and externally.
10. Work cooperatively with other team members to achieve goals and positive results.
- 11. Maintain strict client confidentiality in accordance with state and federal regulations.**
12. Adhere to Family Impact PBC/BRIDGES at Lake Worth West program policies and procedures.
13. Must be flexible to work some weekends.
14. Other duties as assigned.

Knowledge/Skills/Abilities

1. Valid Florida Driver's License
2. High School diploma required
3. Bilingual English/Spanish required (Speaking and Reading)
4. Great Customer Service
5. Certified Child Care Seat Technician preferred

Working conditions

1. The position functions in an office environment. Some local travel is required for outreach, meetings, trainings and events.
2. Ability to accomplish job duties using various types of equipment/supplies furnished by the agency, e.g. computers, laptop, copier, telephone, etc.

Physical requirements

- This is a very active role that requires some lifting of office supplies and outreach materials up to 20-25 pounds may be required.
- This role requires the ability to bend and lift while installing a variety of car seat types. (Car seat technician).

Employee signature for acknowledgement of receipt

Date