

**Title:** Outreach Worker

**Department:** Student Rights and Responsibilities

**Reports To:** Program Coordinator

### **Job Summary**

Provides support to the Education for Children and Youth Experiencing Homelessness Program (ECYEH). Works independently on assigned projects and tasks. Visits schools and shelters to ensure students are receiving the necessary services that provide support in obtaining their education.

### **Essential Functions**

- Develops, promotes and maintains effective relations with a variety of community organizations and partner agencies.
- Attends community meetings and events to provide information about and promote District programs.
- Operates a computer keyboard to enter data into various systems.
- Interacts with District personnel and the public to address issues related to the outreach program; responds with efficiency and effectiveness to the information request.
- Interacts with various functional areas to attain viable solutions to problem situations.
- Participates in special projects as assigned by conducting research to gather pertinent information.

### **Minimum Requirements**

- High school diploma or equivalent.

### **Qualifications**

- Analytical skills.
- Excellent writing skills.
- Well developed organization skills with attention to detail.
- Proficient in Microsoft Word and Excel.
- Must be self-directed and able to work independently.
- Must be able to perform task with limited supervision.
- Ability to multi-task and handle detailed assignments.
- Ability to maintain confidentiality.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Persons with lived experience of homelessness are encouraged to apply.

To apply please email a cover letter and resume to Colleen Landy [clandy@philasd.org](mailto:clandy@philasd.org)