



ROGUE VALLEY COUNCIL OF GOVERNMENTS

Job Description

Job Title:	Community Outreach Coordinator		
Department:	Senior & Disability Services (SDS)		
Location:	Central Point, OR		
Reports to:	SDS Program Director	Travel Required:	Yes
Last updated:	02/14/2025	Classification:	10
Direct Reports:	Type of position:	Hours: 20 hours / week	
None	Full-time <u>Part-time</u>	Exempt	
	Limited Duration On-Call	<u>Non-exempt</u>	
	Intern		

GENERAL DESCRIPTION

Performs equitable and inclusive community outreach for Area Agency on Aging (AAA) programs and services. Provides information and education in both English and Spanish in a wide variety of venues to ensure inclusion of underserved populations. Creates and fosters relationships with community partner agencies to coordinate service delivery to older adults and adults with disabilities. Promotes collaboration at local, state, and federal levels for AAA programs. Represents RVCOG at community meetings and tabling events in the Jackson and Josephine County region.

ESSENTIAL JOB FUNCTIONS

1. Performs community outreach in support of AAA programs ensuring a focus on equity and inclusion; seeks out connections with underserved populations and community partner agencies that support these populations.
2. Coordinates various outreach activities including community events, meetings, and presentations, creating and fostering valuable connections between other agencies also serving older adults and adults with disabilities.
3. Promotes collaboration at local, state, and federal levels for AAA programs and initiatives that support older adults and adults with disabilities.
4. Promotes bi-lingual and bi-cultural inclusivity in AAA program service delivery and community collaborations.
5. Assists with website maintenance to ensure current AAA and SDS information on the RVCOG website and participates in the development and distribution of culturally inclusive flyers about upcoming events.
6. Represents RVCOG, AAA, and SDS at meetings of local consortia and committees as assigned. Committee assignments may include the Jackson County Homeless Task Force, Jackson County Latinx Interagency Committee (LINC), Josephine County Latinx Interagency Committee (LINC), and Rogue Valley Community Organizations Active in Disaster (RVCOAD).
7. Participates in advocacy efforts to educate the public and legislators about issues of importance to older adults and adults with disabilities.
8. Participates in grant writing efforts to secure funding for AAA programs.

AUXILIARY JOB FUNCTIONS

1. Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

SUPERVISION RECEIVED

Receives supervision from the SDS Program Director.

RELATIONSHIP TO OTHERS

Maintains frequent contact with RVCOG management and staff, state and local officials, member jurisdictions, outside agencies, business representatives, and the general public.

ACCOMMODATIONS

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

QUALIFICATION REQUIREMENTS

EDUCATION, TRAINING, AND EXPERIENCE

1. Education: High School diploma with college-level coursework in social or human services.
2. Experience: A minimum of 3 years of experience in social service delivery and/or community outreach.
3. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.

SPECIAL REQUIREMENTS

1. License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point to point transportation available.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software; bi-lingual English/Spanish required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. The theory and practice of social services delivery;
2. The theory and practice of advocacy in support of social programs;
3. Principles, best practices, and emerging trends in inclusive approaches to outreach and service delivery;
4. The problems and issues confronting older adults and adults with disabilities, including challenges related to homelessness;
5. Community resources available to benefit this population;
6. Confidentiality rules regarding client and provider records and ability to adhere to these rules;
7. Advanced word processing, spreadsheet, presentation, database, email, web and desktop publishing software; and
8. Vocabulary, spelling, grammar and usage in both English and Spanish.

Related skills:

1. Exceptional listening;
2. Sensitivity to cultural differences and a commitment to promoting equity and fairness in social service delivery;
3. Meeting facilitation and team building;
4. Advanced computer skills including Word, Excel, Outlook, database management, website design, social media, and virtual meeting facilitation;
5. Grant writing and editing;
6. Creative problem solving;
7. Planning and organization; and
8. Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional manner.

Ability to:

1. Work independently within assigned area of responsibility and make competent decisions;
2. Quickly learn about existing AAA Programs and their funding streams;
3. Operate a personal computer and perform accurate and timely data entry and reporting;
4. Navigate complicated databases to track a variety of programs;

5. Communicate effectively both orally and in writing, in both English and Spanish;
6. Work effectively with clients and use good judgment in handling individual case problems;
7. Perform multiple tasks simultaneously and thrive on variety;
8. Make effective presentations to small and large groups; and
9. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people.

PHYSICAL DEMANDS

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: frequent use of keyboard and repetitive motion. (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

WORK ENVIRONMENT

Work is performed in a typical office environment utilizing a computer and a variety of other office equipment. Travel in the two-county area (Jackson/Josephine) is required, travel to other parts of the state and other states may occasionally be required, and attendance at evening and weekend meetings or events is also required.

ADDITIONAL INFORMATION

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

APPROVED BY:	Ann Marie Alfrey	Date: 02/14/2025	Executive Director/Interim SDS Program Director
REVIEWED BY:	Adrian Modjeski	Date: 02/14/2025	Human Resources and Administrative Services Director

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