



NEW: 08/07/2019  
Submitted: 08/06/2019

JOB TITLE:	OUTREACH WORKER TEENAGE PARENT PROGRAM
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	200 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8314
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Provides assistance to Family Programs department in the provision of school-related social services. Provides a communication link between TAPP and the community.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Works cooperatively as a team member to facilitate the successful daily operation of the school
- Assists in the planning and implementation of ad hoc student enrichment programs and shares appropriate information with other school personnel
- Facilitates student group discussions
- Makes home visits and telephone calls regarding student attendance
- Provides supportive services to students to prevent dropout
- Maintains accurate documentation, case folders and confidential information
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

#### MINIMUM QUALIFICATIONS

- High School diploma
- Two (2) years of successful experience making home visits
- Good interpersonal skills
- Willingness to work flexible hours
- Must obtain/maintain Valid Commercial Driver's License as contingency for continued employment
- Effective communication skills

#### DESIRABLE QUALIFICATIONS

- Experience working with families involved in teen pregnancy
- Experience in a diverse workplace

#### Footnote

This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.