



NEW:

07/12/2004

JOB TITLE:	OUTREACH WORKER TEENAGE PARENT PROGRAM
DIVISION	ACADEMIC SERVICES
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

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 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

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.