

MENTAL HEALTH ASSOCIATION OF NEW YORK CITY, INC.

JOB DESCRIPTION

DEPARTMENT / PROGRAM: Department of Children and Families/ Circle of Security
Parent Coaching Department

TITLE OF POSITION: OUTREACH WORKER – Full Time

About the Program

The Circle of Security Parent Coaching Department helps parents and caregivers understand what their child needs from them. Through a series of group-based sessions, parents and caregivers learn how to read their child's emotional needs, support their child's ability to manage emotions, enhance their child's self-esteem, and honor their child's desire to be secure.

About the Position

The Outreach Worker position is a full-time position. The Outreach Worker conducts telephone, written and face to face outreach and engagement activities to facilitate collaborations with community based organizations. Outreach staff work closely with the COS Parent Coaching team to identify, engage and recruit both caregivers and providers to create and maintain ongoing parenting classes in targeted areas. The Outreach Worker also supports the program by identifying and sharing information on community resources and services that may benefit the caregivers we serve. This is a field-based position and daily travel is required.

Responsibilities

- Work closely with Senior Outreach Specialist & Program Director to implement strategic outreach plan as set forth as a team
- Develop short-term outreach plan and goals
- Identify faith based-organizations
- Plan and coordinate outreach activities in designated areas that are intended to identify, capture the attention and interest of parents and caregivers that meet the requirements of the program;
 - **Attend the following events:**
- Health Fairs/Community Events
- Community Engagement
- Door to Door Engagement
- Flyer Distribution
- Specific Site Engagement and Recruitment
- Identify and attend consortiums, meetings and to inform organizations about and increase visibility of the Parent Coaching Program and services;
- Plan and coordinate activities to develop linkages with other community organizations and agencies to host parent coaching groups;
- Be flexible in service provision including location, hours of service, as well as innovation in practices and approaches;
- Maintain outreach logs and complete tracking tools in a timely manner;

- Attend and engage in team and external meetings;
- Attend training and professional development as and when required;
- Carry out other reasonable duties commensurate with the job title as delegated by supervisor

Qualifications

- Minimum of High school diploma/GED; Bachelor's degree preferred
- Experience in community outreach and the ability to build and maintain successful strategic partnerships
- Welcoming, enthusiastic and energetic demeanor, ability to communicate information clearly and concisely
- Must be able/willing to conduct field outreach and travel within assigned boroughs via public transportation
- High level of motivation, self-direction and ability to work independently in the community
- Computer literacy and efficiency using Microsoft Office (Excel, Word, Outlook) and the internet
- Comfortable with public speaking and giving presentations
- Strong written and verbal communications skills and effective time management skills
- Ability to work independently and collaboratively in a demanding and complex work environment to carry out assignments with attention to detail
- Strong demonstration of professionalism, the ability to prioritize and adjust to change

Preferred Qualifications

- Proficiency in additional language(s) preferred (Spanish)
- Established professional relationships with non-profits, community leaders, religious/faith-based organizations within Bronx, Manhattan and Western Queens
- Knowledge of the functions and resources of public/social service agencies preferred
- Experience creating and implementing strategic plans and outreach efforts
- Experience working with diverse marginalized and/or at-risk communities

Please send your resume via email to: TColeman@mhaofnyc.org
 In the email subject line please include the following: **Outreach Worker Position**