



## Job Description

Job Title: **COVID-19 Community Outreach Educator**

Supervisor: MeCAP Executive Director

FLSA Status: Non-Exempt

### **Job Summary:**

You are responsible for educating individuals and community groups about COVID-19 prevention, support and vaccine availability, and to initiate or partner to set up vaccine clinics in the areas for which you are responsible. You will complete communication and outreach training to provide direct services to clients consistent with appropriate training, interests and client needs. This is a home based position that requires travel within a specified county, as well as online meetings.

### **Desired Results:**

1. Increased community awareness of the availability of local vaccine and the need to have the community fully vaccinated against COVID-19.
2. The community accepts and supports indoor masking and vaccines.
3. Students and adults in the community are vaccinated.

### **Essential Functions:**

1. Develop community awareness and support for assigned program services through contact with businesses, social service agencies, community groups, and schools.
2. Attend area school, church and civic organization meetings for networking, as appropriate; parlay meetings into vaccine events or secondary community outreach opportunities.
3. Coordinate with intra- or inter-agency services in targeted areas.
4. Maintain records of requests, presentations, and curriculum outlines used in presentations/programs; complete monthly statistical information and reports as required including database entry.
5. Assist with educational materials development based on the most up to date resources and information that is common and consistent with US / ME CDC.
6. Administer satisfaction surveys and adjust services based on outcomes, as appropriate.
7. Comply with funding source requirements regarding allowable activities.
8. Perform other related activities, as assigned, to assure program/department success.

**Responsibility for Safety and Health:**

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

**Physical Requirements:**

Physical Abilities

|             |                       |                   |                       |   |
|-------------|-----------------------|-------------------|-----------------------|---|
| Bending     | <input type="radio"/> | Sitting           | F                     | <i>N (Not Applicable)</i>                     |
| Carrying    | <input type="radio"/> | Standing          | <input type="radio"/> | <i>O (Occasionally) up to 2 hours per day</i> |
| Driving     | <input type="radio"/> | Talking           | F                     | <i>F (Frequently) 2-6 hours per day</i>       |
| Handling    | F                     | Walking           | F                     | <i>C (Constantly) over 6 hours per day</i>    |
| Hearing     | F                     | <u>Lift/Carry</u> |                       |   |
| Keyboarding | <input type="radio"/> | 20 lbs or less    | <input type="radio"/> |   |
| Kneeling    | <input type="radio"/> | <u>Push/Pull</u>  |                       |   |
| Reaching    | <input type="radio"/> | 12 lbs or less    | <input type="radio"/> |   |

**Required Qualifications:**

1. High school diploma and at least five years volunteer or work experience providing education in schools or other community settings.
2. Awareness of, and sensitivity to, the effects of COVID-19 in the community.
3. Excellent written and verbal communication skills.
4. A personal philosophy in keeping with the program’s goals and objectives.
5. Willingness to work flexible and on-call hours.
6. Ability to travel and provide reliable, insured transportation.
7. Computer proficiency and experience, including word processing skills.
8. Upon hire and periodically thereafter, must have background check results that are satisfactory to Penquis and indicate no previous or current record of involvement with child abuse, neglect or exploitation and no disqualifying criminal record or motor vehicle record as outlined in current contract provisions.

**Preferred Qualifications:**

1. Experience developing educational and outreach materials.
2. Training or experience working with diverse or underserved populations.
3. Knowledge of the community and social / civic organizations.
4. Experience providing direct services to clients.