



**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Community Outreach Coordinator	<u>CLASS NUMBER:</u> 70202.1	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Office on Aging	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N8	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Social Service Supervisor (110010)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Community Outreach Coordinator is to coordinate and implement strategic outreach and community engagement efforts to increase awareness of the Franklin County Office on Aging and services available to the residents of Franklin County.

JOB DUTIES:

Schedule, coordinate and conduct outreach activities to promote and bring awareness of the Franklin County Office on Aging programs. Represent and advocate on behalf of the agency at related collaborations, community planning groups, social organizations, conferences and other events as assigned. Establish and maintain partnerships with other community-based agencies serving older residents, caregivers and kinship caregivers and those in the faith-based community. Implement outreach and recruitment activities that allows for engagement with the residents and direct enrollment into agency programs. Ability to assess and refer clients to appropriate community agencies and intra-agency programs. Conduct follow-up with the residents to ensure that they have been linked with agency services or community-based services. Support intentional agency outreach and special events including media campaigns, fan distribution, managing of resident birthday card distribution and other means of communication. Ability to track engagement, maintain proper program participant records, generate reports and meet department key performance indicators.

Conduct presentations to promote educational, professional and community awareness to improve understanding and service delivery of program. Maintain data to monitor community needs as it relates to community outreach activities. Collaborate with internal staff to provide outreach support for the FCOA's needs assessment & strategic planning process.

These duties are illustrative only and you may perform some or all these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; agency policies and procedures. Skill in typing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; complete routine forms; maintain accurate records; sort items into categories according to established methods; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with two (2) years of human services or related field experience; or any equivalent combination of training and experience.

Additional Requirements

No additional license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Effective Date: _____

Employee Name

Employee Signature

Date