

# MORGAN STATE UNIVERSITY JOB SPECIFICATION



## **COMMUNITY OUTREACH COORDINATOR**

Class Code: N1013  
Pay Range: 09

FLSA Code: N/E (Non-Exempt)

### **JOB SUMMARY**

Under general supervision, coordinates the day to day activities of a program providing community outreach services designed to build awareness, interest, and participation in medical and/or clinical research initiatives. Supervises community outreach workers.

### **PRIMARY DUTIES**

1. Monitors the recruitment of a client base within the community and oversees efforts geared to improve client retention.
2. Manages a caseload of clients in need of special assistance.
3. Designs data collection forms such as questionnaires and checklists. Ensures that proper procedures for collecting and recording data are met.
4. Participates in the development of informational and/or educational materials and literature.
5. Plans, organizes, and implements community special events such as health fairs and workshops.
6. Assists with various administrative functions such as the development of policies and procedures; program evaluation; budget administration; purchasing; and space planning.
7. Supervises the activities of outreach workers. Determines work priorities; assigns and reviews work including written reports and recommendations; provides guidance and training; and evaluates performance.
8. Performs all of the duties of a Community Outreach Worker II as needed.

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**Note:**

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

**MINIMUM QUALIFICATIONS**

**EDUCATION:** High-school diploma or GED.

**EXPERIENCE:** Four years in community outreach, health care, research, and/or social services, two years of which involved lead worker responsibility providing guidance and training over other staff.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

General knowledge of community and/or social service resources and programs. Skill in conducting interviews and assessing client needs. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships. Ability to operate computers and other office equipment. Ability to write reports and maintain records. Ability to work in extreme weather conditions. Ability to perform extensive standing and walking. Ability to handle sensitive and confidential matters with discretion and tact. Ability to interact with the public, health care providers, community organizations, and social service agencies. Ability to maintain poise and courtesy under pressure. Ability to train, supervise, and evaluate personnel.

**OTHER:**

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

Employees in this job class may be required to use their personal automobile while conducting official business and possess a valid Maryland Non-commercial Class C or Commercial Class B Driver's License (CDL). Candidates selected for employment may be subjected to medical inquiries and/or medical examination to determine ability to perform the job. Employees in this job class may be required to successfully pass a police background check.

