



Job Description

Job Title:	Haverford House Fellowship Outreach Worker	FLSA Status:	Exempt
Department:	Social, Behavioral Health and Outreach	Prepared By:	Chief Operating Officer
Reports To:	Senior Social Worker	Approved By:	Board of Directors
		Date:	

Mission

To improve the health and well-being of Camden's homeless by providing medical, social outreach, and advocacy services in order to assist men, women, and children in their transition from homelessness to self-sufficiency.

Basic Function

The Haverford House Fellowship Outreach Worker is responsible for identifying and referring the unsheltered and sheltered homeless population of Camden City to the Project H.O.P.E. clinic site for services. The Haverford House Fellowship Outreach Worker will be one of the first points of contact for the patient with the goal of referring the patient to Project H.O.P.E. for medical services.

Responsibilities

1. Conducts interviews, intakes and screenings with clients to discern needs and makes referrals to Project H.O.P.E. for medical and social services and other appropriate agencies or contact persons.
2. Identify outreach sites for the Mobile Health Van, monitor and record new patient contacts at each site.
3. Organizes Mobile Health Van events. (i.e. Health Fairs)
4. Participate in city wide outreach events focused on the homeless population. (National Homeless Persons Day, World AIDS Day)
5. Establishes relationships with the local health and social service agencies that serve the homeless
6. Coordinates and plans community events with the goal of bringing awareness to homelessness. (National Health Center Week).
7. Maintains a "patient log" documenting all patient or prospective patients' contacts made within the community and/or at community events. Documentation should include individual's name and date of birth.
8. Co-facilitate Consumer Advisory Board's monthly meeting; to include recruitment of guest speakers and maintaining agenda/meeting minutes.
9. Participate with food distributions, such as events held during Thanksgiving (with Our Lady of Lourdes Medical Center) and Christmas Gift Giveaways.
10. Organize donation drive(s) for items needed by the homeless population (personal hygiene items, hats, gloves, and coats)
11. Act as an liaison with Rutgers School of Social Work students to encourage students' participation with above mentioned events.

Skills Required:

Oral Communication Skills
Written Communication Skills
Interpersonal Communication Skills
Customer Relations
Diplomacy
Math Aptitude

Professionalism
Organization
Presentation
Time Management
Marketing Skills