



Women Organized to Respond to Life-threatening Diseases

JOB DESCRIPTION

Outreach and Linkage Specialist

FLSA Status: Non-Exempt

The Outreach Linkage Specialist for WORLD is responsible for projecting and integrating the Mission and Core Values of the organization within and outside of the WORLD Department.

Essential Duties & Responsibilities

Includes the following. Other duties may be assigned.

Outreach & Linkage Specialist Duties:

- Conducts outreach in various settings and to diverse populations in Alameda County, and other local areas.
- Provides transportation for clients.
- Refers clients to WORLD's Peer Advocate Program and local health care providers.
- Helps clients 'access services by providing referrals, accompanying to appointments, and engaging with providers.
- Reminds clients of medical and other supportive appointments, and follow –up appointments.
- Provides non-directive information to clients about HIV, treatment, stress reduction and self-care strategies
- Advocates for consumers by brining concerns to attention providers.
- Completes written documentation in a timely and efficient manner.
- Ability to work daytime and /or evening hours required.

Participation in Meetings/Committees

- Attends meetings as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities

Qualifications

High school degree or equivalent. Experience in working in human services provision at community agencies, healthcare settings, and functional knowledge related to HIV/AIDS is plus. Familiarity with service options available to support and empower women living with HIV/AIDS. Knowledge of harm reduction, healthy coping, and steps for networking with

providers preferred. Knowledge of criminal justice systems, substance abuse, and mental health is preferred.

Computer/Software Skills & Abilities

To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, Outlook, Power Point and Adobe Acrobat Reader, and internet proficiency and other computer-related tasks.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to Management, public groups, and /or boards of directors

Mathematical Skills

Basic Skills: Ability to apply advance mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such task as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability

problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Individual must be self-motivated and bale to work independently as well as a team. Ability to successfully clear health screening and background check.

Other Skills & Abilities/Qualifications

- Sensitivity to issues surrounding HIV and AIDS.
- Ability to work as a team player.
- Strong attention to detail.
- Excellent interpersonal skills.
- Able to work independently and follow established protocols.
- Ability to work with diverse populations.
- Sensitivity to multi-cultural and lifestyle issues.
- Strong organizational/prioritizing skills in a rapidly changing environment.

Certificates, Licenses and Registrations

- Valid California Driver's License in State of employment.
- Proof of liability insurance.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	AMOUNT OF TIME
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ACTIVITY	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			*	
Walk		*		
Sit			*	
Use hands to finger, handle, or feel				*
Reach with hands and arms				*
Climb or balance	*			
Stoop, kneel, crouch or crawl		*		

	AMOUNT OF TIME			
LIFTING/CARRYING	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		*		
Up to 25 pounds		*		
Up to 50 pounds	*			
Up to 100 pounds	*			
More than 100 pounds	*			

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	AMOUNT OF TIME			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Fumes or airborne particles	*			
Toxic or caustic chemicals	*			
Outdoor weather conditions	*			
Risk of electrical shock	*			

Employee's Acknowledgement

I have read the job description and agree to its contents. I acknowledge that other duties may be requested of me that are not specifically stated here. I agree to perform these duties as directed by my immediate supervisor(s), and when called upon. I also agree to assist in the formulation of a revised job description should the need arise in the opinion of my supervisor(s) and/or the Director of Human Resources.

Employee Signature	Date
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