



**RELIEF NURSERY  
OUTREACH SPECIALIST – JOB DESCRIPTION**

**Relief Nursery is now able to offer Outreach Services to Native American Families in our community.**

**Position:** Outreach Specialist (specific population)

**Salary:** \$14.10-\$16.85

**Hours of Position:** 40 hours per week-hours vary

**Reports to:** Outreach Supervisor

**Responsibilities:** Plans, organizes and implements prevention/intervention services for at-risk families in four related Outreach Program components: Intake/Crisis Intervention, Therapeutic Respite, Home Visitation and Community Outreach.

**Requirements:**

1. Education & Experience: Bachelor's degree or the equivalent in early childhood education, social work or a related field; 2 years early childhood experience.
2. Ability to exercise discretion, take initiative and respond effectively to emergent/crisis situations.
3. Organizational skills and professional judgment; dependability, flexibility and emotional stability.
4. Current Pediatric First Aid/CPR and Food Handler's cards.
5. Valid Oregon Driver's License; acceptable driving record/insurance coverage.

**Knowledge, Skills & Abilities:**

1. Ability to communicate clearly in oral and written form.
2. Skill in adapting and working effectively under pressure with a positive attitude and personal balance.
3. Ability to relate tactfully, confidently and nonjudgmentally with parents, children and staff of diverse backgrounds.
4. Skill in problem solving and developing creative approaches; working independently and as a team member.
5. Knowledge of community resources, child development, parent-child relationships, parenting models and intervention techniques with families.

**Duties:**

*Responsibilities listed may be applicable in more than one component.*

**Intake/Crisis Intervention**

- 1.) Maintain intake line with immediate response services for new callers from the community and referrals
- 2.) Offer crisis intervention with same-day personal contact in-home or on-site to assess need and provide services including parent support and therapeutic respite.

- 3.) Provide Relief Nursery intake with descriptions of programs and access processes including paperwork assistance, personal introductions and building orientations.
- 4.) Facilitate resource and referral services with immediate Outreach assistance as well as advocacy and follow up with appropriate community agency providers.
- 5.) Maintain documentation of contacts through completion of forms, data entry and monthly tracking reports.

#### Therapeutic Respite

- 1.) Facilitate scheduling of respite sessions, triaging families according to risk; arrange for and provide transportation as needed.

#### Home Visitation

- 1.) Plan and conduct home visits offering parenting education/support and modeling developmentally-appropriate interactions with children.
- 2.) Assess family needs and share information on community resources through written material, phone/direct advocacy and follow-up.
- 3.) Provide respite or other hands-on assistance in the home as appropriate to support families in crisis with flexible time/duration of contact.
- 4.) Identify and document short/long-term issues with families; utilize strength-based approaches in goal setting plans and intervention strategies.
- 5.) Join other Relief Nursery home visitors or involved community partners in providing a supportive team approach to home visitation.

#### Community Outreach

- 1.) Assist families in accessing community resources by providing transportation and/or accompanying them to agencies for support and advocacy.
- 2.) Plan and prepare for family events at the Relief Nursery or community sites, provide transportation as needed and facilitate parent education/support activities.
- 3.) Participate on committees and at meetings to represent the Relief Nursery and to develop collaborative partnerships with other community providers.
- 4.) Attend workshops and conferences for professional development; perform additional duties upon request.

**Relief Nursery offers medical and dental after 60 days, generous vacation, sick, personal leave and 403b benefit package for all full time employees.**

**Pre-employment drug screen and criminal background check required. Driving record and proof of insurance required. Closing date: will remain open until filled. Send resume and cover letter to: Relief Nursery, Attn: Kelley Foley, 1720 W.25th Ave. Eugene, Oregon. 97405.**