



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: **September 21, 2022**

Date Listing Will Close: **September 28, 2022 at 5 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Program Outreach Worker**

Location /Department: **Senior Resources**

Salary: **\$13.86- \$14.41 per hour**

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY PERSONNEL/ HUMAN RESOURCES

1801 - 23rd Avenue, First Floor, South Hall, Gulfport Courthouse
Phone: (228) 865-4194 Fax: (228) 865-4162 www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

**HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION**

JOB TITLE: Program Outreach Worker

DEPARTMENT: Senior Resources Agency

FLSA STATUS: Non-Exempt

REPORTS TO: Executive Director

POSITION CODE: 8810

MAINTENANCE REVIEW DATE: September 21, 2022

CLOSING DATE: September 28, 2022

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and task other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the essential function requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: Program Outreach Worker is responsible for Assisting in the development and implementation of Senior Resources Agency Aging program including but not limited to outreach, community and transportation services.

ESSENTIAL JOB FUNCTIONS:

1. Provide outreach assistance by making home visits to senior clients and determine the level of service needed.
2. Coordinate support services on behalf of clients.
3. Assist in providing activities for well health, creative initiatives, socialization and any activity beneficial to maintaining the self-sufficient dignity of the individual client.
4. Assist in providing information on clients and maintaining records that reflect accurate participation in programs, rosters, and resources listings and other record keeping as needed.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as required

SUPERVISORY RESPONSIBILITIES: None

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to conduct interviews with clients effectively

- Ability to maintain agency and client records according to departmental requirements
- Ability to prepare complete narrative and statistical reports
- Must have good public relations skills and be a team player
- Knowledge of Community resources available to individuals and families
- Knowledge and understanding of psychological, social, health and economic factors influencing the attitudes and behavior of individuals and families
- Ability to maintain confidentiality; HIPAA compliant
- Ability to express ideas clearly and concisely, verbally and in writing
- Ability to understand and carry out verbal and written directions
- Knowledge of safe work practices
- Ability to work flexible hours if required

Education/Experience:

- These knowledge, skills and abilities are usually, although not always acquired through the completion of High School with one year of related job experience. Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS:

- Must possess a valid Mississippi Driver’s License before employment and maintain licensure for duration of employment in this position.

SALARY RANGE: \$13.86 - \$14.41 per hour

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting or reaching out in unusual positions		✓
Works above ground or floor level. Such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over long periods of time		✓
Work requires near vision (20 inches or less)		✓
Work requires distance vision (20 feet or more)		✓
Work involves the detection of color differences		✓
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Condition (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work Near High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓