

Christian Homes & Family Services
Position Description

Job Title Outreach Coordinator

Department: Maternity & Outreach
Supervisor: Director of Maternity & Outreach

Exempt: No
Location: West TX or East TX

Summary

An Outreach Coordinator is primarily responsible for developing and maintaining contact with referral sources for education about the birth parent services provided by the agency for those with unplanned pregnancies and those looking to plan adoption for their children.

Religious and Moral Requirements

Essential Duties, Responsibilities, and Requirements

Outreach –

- Develop and maintain birth parent referral sources
- Handle telephone and personal contacts with referral sources
- Provide Adoption Option Trainings as requested by referral sources
- Travel to meet face-to-face with referral sources in assigned areas. *While a typical week requires one to two nights out-of-town per week; given the vast size of Texas, three or four night might be required*
- Attend conferences and man exhibit booths as assigned
- Maintain expense records for trips
- Coordinate office hours, out-of-office work, and time-off with Director of Maternity & Outreach and other Outreach team members to maintain smooth agency and departmental delivery of services

Additional Duties

Perform in whatever capacity requested by the Ministry for the overall good of the Ministry when such requests are normally considered to be within the bounds of the position description.

Qualifications and Requirements

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience Requirements

Bachelor's degree in social work or related field will be considered. Three years of work-related experience is required.

Certificates, Licenses, Registrations

- Required
 - Driver’s License

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.

The employee must: 1) occasionally lift and/or move up to 30 pounds; 2) specific vision abilities required by this job include close vision, distance vision, and color vision as required for electronic communications (email), preparation of written materials, etc.; 3) hearing abilities required include evaluating tone of voice, degree of urgency expressed verbally, emergency nature of requests, etc.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is generally performed in an office setting or hospital setting where referral source is employed.

My signature below acknowledges receipt of a copy of this job description.

Employee Signature

Date