



Employment Opportunity  
Butler County Educational Service Center  
January 30, 2019

## **Adams, Brown, Clinton, and Highland Counties**

POSITION: Outreach Specialist

**GENERAL DESCRIPTION:** Provides on-going and consistent outreach to the community by identifying and interacting with families, and social service agencies who may benefit from an Early Childhood Program. Actively recruits, engages and retains program participants, either directly or through referral sources. Provides marketing materials, presentations, brochures, and information at the request of individuals, families, or community agencies. Travels throughout the region to perform above assigned duties in coordination with other regional outreach staff and supervisor.

### **QUALIFICATIONS:**

- Bachelor's degree preferred in social services, sociology, psychology, customer service, or public speaking. Related degrees with equivalent experience will be considered (minimum Associates Degree)
- A minimum of two years' work experience with young children and their families preferred; familiarity with early childhood programs; familiarity with agencies serving at-risk populations; and a demonstrated ability to work cooperatively with local agencies.
- A passion and desire for Early Childhood education and programs; the ability to effectively convey the benefits of these programs to families and the community.
- Training in the field of early childhood disabilities and related development/learning disorders and developmental evaluations of young children (infancy – age 6).
- Knowledge of local social service agencies and community resources.
- Comfortable with face to face contact with families and referral sources including some public speaking engagements and presentations.
- Willingness/ability to work as a team member.
- Good organizational skills.
- History of good job attendance.
- Valid Ohio driver's license with good driving record with daily access to private insured vehicle during work hours.
- Ability to work flexible schedule to meet the needs of families, including some night and weekend hours for events.
- Good communication skills; verbal and written
- Must pass criminal background checks and be free from communicable disease.

## **ESSENTIAL FUNCTIONS:**

- Provides on-going weekly outreach in the community including but not limited to: hospitals, physician offices, health departments, social service agencies, WIC, high schools, churches, and other locations as deemed appropriate by outreach specialist and supervisor.
- Maintain relationship with above noted referral sources but providing all requested promotional materials, brochures, development information, preschool information, and fliers explaining program options.
- Seek out outreach opportunities in the community by collaborating and connecting with local agencies and developing creative ways to reach at-risk families
- Attend outreach events which positively promote Early Childhood Programs, this will include weekday events as well as some night and weekend events in the community.
- Collaborates with regional outreach coordinators to learn, share and implement any effective strategies used to connect with families and referral sources.
- Refers families to appropriate early intervention services, including the Family Support Specialist or other resources. Maintains records of referrals and other documents.
- Collects and maintains spreadsheet of all outreach activities provided and the outcome of those activities.
- Share data statistics with supervisor and develop plans to expand outreach efforts to new locations and referral sources.
- Participates in Program evaluation activities as requested by the Program Director.
- Plans and organizes own work to meet priorities.
- Meets deadlines (daily, weekly, monthly, quarterly, yearly).
- Maintains confidentiality and uses appropriate judgement in handling information and records.
- Continuously updates and improves professional competence.
- Complies with state and federal regulations that pertain to the position (e.g. OSHA: Occupational Safety Hazard Administration, ORC; Ohio Revised Code).
- Performs other duties consistent with the position as assigned.
- Provides services in a culturally competent and respectful manner

## **OTHER DUTIES AND FUNCTIONS:**

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in the students the belief in and practice of ethical principles and democratic values.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: Board policies and procedures; building policies and procedures, public relations and state reporting.

Ability to: Interpret policies and procedures; follow instructions; communicate effectively; maintain files and reports; collect data; schedule; and lift moderate amounts of weight. To provide own transportation to do home visit. Go up and down steps, be able to get on and off the floor several times a day

Skill in: Basic math, English and communications.

**EQUIPMENT OPERATED:**

Copier, fax, computer, and general office equipment

**ADDITIONAL WORKING CONDITIONS:**

Occasional: Exposure to unruly children/adults, blood, bodily fluids and tissue. Smoke, animals, contagious illness / conditions while visiting homes.

**TERMS OF EMPLOYMENT:**

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the District.

**EVALUATION:**

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation.

**General office area located in Highland County**

**Position will cover services provided in the following counties: Adams, Brown, Clinton, and Highland**

STARTING DATE: Immediately  
SALARY: \$33,000 - \$37,000 based upon education and experience  
BENEFITS: Excellent benefits for all full time employees  
WORK YEAR: Full Time – 260 days  
DEADLINE: February 6, 2019 for internal candidate or until filled  
APPLY TO: Apply by clicking here: [Application](#)

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The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.