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| Job Title | OUTREACH SPECIALIST F/T |
| Employer/ Agency | Horizon Outreach – Horizon EAGLE Program www.horizonoutreach.org |
| Job Description | <p>Under the direction of the Chief Executive Officer, the Outreach Specialist is responsible for the following:</p> <p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Weekly Outreach in the local community to engage potential veteran clients for Horizon Eagle Program: Outreach may include but is not limited to: The Veterans Hospital/Regional Office, Satellite Offices, Community Colleges, Veteran Service Organizations, County Veteran Service Officers, Local Community events, other venues as deemed appropriate. • Attends Community Outreach Events to promote Horizon Eagle Program. Conducts Initial Screening, needs assessments of clients to determine program eligibility, and ensures ease in transfer of information to Case Manager. • Conducts information and orientation Seminars about Horizon Eagle Program to inform military veterans, active duty and reservists about program eligibility. • May transport clients to One Stop Centers for job search activities and to employers for interviews. • Distributes marketing materials within the community and to other agency partners and seeks opportunities to expand community linkages of organization. • May attend partner meetings. • Enters client data into client tracking database system. • Coordinates volunteer recruitment and supervision. Supervises training room activities. • Must stay abreast of community related events. • Must meet outreach targets and perform weekly/monthly, quarterly reporting as well as semi-annual reporting requirements. • Conducts Information Sessions at the Office/In the Community to bring awareness to the Horizon Eagle Program. • Other Duties as Assigned. <p>This position is significantly funded by a grant, if funding is lost or realigned in any area of the agency, this position could be changed or eliminated. Changes in the job description do not necessarily indicate a change in hours, title and or rate of pay. Horizon Outreach is an Equal Opportunity Employer.</p> |

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| Qualifications | <ul style="list-style-type: none"> • Bachelor’s Degree and/or 5 to 7 years working in social services coordinating services for low-income families/veterans and performing community outreach. • Team Player, Excellent Communication and Leadership Skills,excellent organization skills and ability to work with a diverse multi-faced team. • Ability to work a flexible workshop that may consist of working Tuesday thru Saturday with Sunday and Monday off or an alternative schedule. • Ability to think outside the box utilizing innovative methods to engage military fathers for service. • Ability to build rapport and credibility within the community to fully support the mission of Horizon Outreach and promote the Horizon Eagle Program in the community. • Must be able to adhere to strict confidentiality policies regarding client and organizational information. • Must have a strong sense of loyalty. • Ability to work a flexible work schedule that may include participation in community events held on Weekends/Holidays • MUST BE PHYSICALLY ABLE to drive 12-passenger outreach van and maintain proper licenses (Driver’s License and CDL if necessary) and insurance. Must take a driver’s safety course. • Must wear agency shirts during outreach events and when conducting workshops. • Must be able to lift 30 lbs or more. <p>PREFERRED QUALIFICATIONS: Experienced Military Veterans or Active Duty Personnel. Prior experience working with homeless or low-income military veteran’s population, veterans experiencing PTSD (Post Traumatic Stress Disorder), Knowledgeable of issues surrounding veterans (veterans benefits, etc.).</p> |
| Address | 256 N. Sam Houston Pkwy East, Suite 115, Houston, Texas, 77060 |
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| Contact Title | President & CEO |
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| Fax Number | (832) 553-3121 |
| Email Address | kjohnson@horizonoutreach.org |
| Application Method | Send resumes to career@horizonoutreach.org |
| Opening Date | Immediately |

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