

Job Title	Outreach Specialist for Healthy UH Job Title: Community Education and Outreach Coordinator. STA009958
Employer/ Agency	University of Houston, Graduate College of Social Work
Job Description	<p>Serves as coordinator and trainer for community education and outreach for a college, program, or center.</p> <ol style="list-style-type: none"> 1. Helps develop and implement strategies to identify partners and resources, which may include public and private schools, child care providers, associations dealing with education, staff, volunteers, training sites and funding. 2. Develops and monitors computer data-base systems for classes and workshops, participant follow-up, networking, funding, recruiting volunteers, program related materials, and other information needed to serve the educational community. 3. May plan and conduct training workshops for child care providers, parents, and teachers. 4. Helps develop policies and procedures for recruitment, training and follow-up. 5. Develops community awareness and represents the department in various functions. 6. Assists with setting and meeting budgeting goals, developing materials for use in recruiting, training and follow-up. 7. Coordinates and participates in events and promotes events and programs through social media and other promotional materials. 8. Prepares analyses and reports for management use. <p>Additional Responsibilities:</p> <ol style="list-style-type: none"> 9. Lead efforts on facilitating health education classes to Healthy Start clients and general public (prenatal, interconceptional, post-partum and parenting). 10. Provide necessary one-on-one health consultations to Healthy Start clients; home visitation may be required. 11. Recruit pregnant women, women of childbearing age, and women with children under the age of two. 12. Assist in identifying strategies to increase first trimester recruitment with particular attention to cultural influences on recruitment among HS clients 13. Disseminate Maternal/Child Health information in the target community. 14. Track and compile client questionnaires for central intake, compile records and prepare reports as required by program standards. 15. Refer clients to community resources and provide application assistance when necessary. 16. Provide assistance to case management with program enrollments and conduct home visits when necessary. 17. Aid with expansion of consumer participation for the CAN.

Qualifications	Bachelors and 3 years' experience Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed. Requires a minimum of three (3) years of directly job-related experience.
Salary/Hours	3,442.00 - 4,388.00
Employer/Agency	University of Houston/Graduate College of Social Work
Address	110HA Social Work Building
City, State, Zip	Houston, Texas 77204
Contact Person	McClain Sampson
Contact Title	Associate Professor. Project Director Healthy Start.
Telephone Number	713-743-6719
Fax Number	713-743-8149
Email Address	mmsampson@uh.edu
Application Method	Please apply online at UH website, careers. Job posting # STA009958 Job Description - Community Education and Outreach Coordinator (STA009958) (taleo.net)
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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