



Greater Philadelphia LTRC Outreach Worker (TEMPORARY)

Job purpose

The Outreach Worker is responsible for searching for and arranging donations of goods, services and monetary support for the Greater Philadelphia Long Term Recovery Committee (Greater Philly LTRC) to be used toward the Hurricane Maria disaster. This person will facilitate the recruitment for volunteers to assist families through the FEMA and intake process. Recruitment efforts will include targeting assistance region-wide.

Duties and responsibilities

Recruitment

- Attend events in the community to present information on how to help the families of the Greater Philly LTRC
- Reach out to agencies and organizations in the community, to participate in their events, fair, community fest on behalf of the Greater Philly LTRC
- Represent APM and the Greater Philly LTRC in targeted recruitment efforts at various cultural meetings, services and conferences
- Recruit to provide assistance for evacuees from the Hurricane Maria disaster
- Answer inquiries about becoming a resource, without discriminating against possible volunteers

Training

- Prepare and present intake process in English/Spanish (as needed) to evacuees.
- Coordinate external outreach in support of the Greater Philly LTRC
- Interpret city and state contract requirements to best serve the Greater Philly LTRC
- Obtain initial documentation necessary to proceed with intake of Greater Philly LTRC clients
- Monitor and maintain training completion documentation for the CAN intake
- Submit completed FEMA and CAN intake package including all documentation to the APM Case Manager for inspection and verification
- Be available to work after hours or on weekends as necessary

Other

- Maintain program confidentiality
- Participate in collaboration with other organizations within the Greater Philly LTRC
- Participate in bi-weekly supervisory meetings and maintain ongoing communication
- Other duties as assigned to support the mission of APM and the Greater Philly LTRC

Qualifications

- Must be fluent in both English and Spanish
- One year of experience working with people
- One year of experience in training and/or instructing
- Associate's Degree
- Able to obtain Pennsylvania Child Abuse Clearances, Pennsylvania Criminal Record Clearance, Federal Bureau Investigation (FBI) within 30 days of hire
- Computer savvy, strong knowledge of Microsoft Office Suite

Working conditions

- Office
- Field/Community
- Work late or weekends, as required