

**Cape Fear Regional Bureau for Community Action, Inc.**  
**Job Description**

**Outreach Worker / Pre-/Post-Test Counselor/Phlebotomist/Community/Street  
Outreach Educator/ Prevention Case Manager**

*Rate of Pay: 40 hrs./wk X \$15.00 per/ hr. X fifty-two (52) weeks. Days worked are scheduled by Senior outreach Coordinator and are varied.*

**POSITION SUMMARY**

This position is the heart of and the work horse of The Bureau's prevention and outreach program. It is a direct delivery of services position that includes conducting community and street outreach in targeted drug/crime infested communities such as public housing, crack/bootlegging houses, shooting galleries, back alleys, street corners, and juke joint clubs during new-traditional (non-traditional) hours and in new-traditional (non-traditional) settings, educating targeted communities about HIV/AIDS, syphilis, other sexually transmitted diseases, communicable diseases and substance abuse. Duties also include presentations of educational sessions in schools, colleges, detention centers, faith institutions, youth/recreational facilities, and the business sector. As a phlebotomist, this position will draw blood in order to test participants for HIV antibodies and syphilis. Pre- and post-test counseling will include prevention case management through the compilation of risk reduction plans and regular follow-up on HIV seropositive or high-risk negative participants.

**POSITION FUNCTIONS**

1. Conduct new-traditional (non-traditional) aggressive one-on-one health education risk reduction outreach to various targeted high- risk populations.
2. Periodically conduct outreach services in non-minority communities.
3. Conduct drug awareness education in high risk communities.
4. During outreach activities, provide distribution of prevention information and condoms to participants living in targeted areas.
5. Encourage safe or safer sex practices among participants.
6. Assist community members/participants improve their self-perception of at risk.
7. Through venipuncture or finger prick, obtain blood specimens from injectable drug users (IDU) and other heavy substance abuse users, community sex workers (CSW/prostitutes), women of childbearing age and their partners, adolescent females and their partners, men who have sex with men (MSM) and other hard to reach participants/contacts. Properly transport blood samples for processing at the designated Public Health Departments.
8. Obtain urine specimens from injectable drug users (IDU) and other heavy substance abuse users, community sex workers (CSW/prostitutes), women of childbearing age and their partners, adolescent females and their partners, men who have sex with men (MSM) and other hard to reach participants/contacts. Properly transport urine samples for processing at the designated Public Health Departments.

9. This is not intended to be an exhaustive list of responsibilities associated with an employee classified by this position title. Other occasional work assignments not identified above may be required by the position's supervisor or the CEO and are in conformity with the factor degrees assigned.

FACTORS	DESCRIPTION
Knowledge and requirements	Minimum of high school education or equivalent, however a two - year Associates Degree is preferred, preferably in the human service field, a valid driver's license, self-motivated and team player.
Experience	One to three years experience in community outreach activities. Will train interns.
Complexity of duties	A wide variety of duties requiring a general knowledge of related organization policies and procedures. Duties require considerable judgment to work independently to achieve results within limits of established policies.
Supervision received	Under general and specific direction of the Program Manager and/or CEO, works from policies and general objectives with little functional guidance but within The Bureau's "mission" and vision.
Effect of errors	Probable errors or impact on quality, although not initially detected, can have adverse effect on outside relationships, such as participants, community and funders. Most vulnerable are The Bureau's participants.
Contact with others	Outside and/or inside contacts involving carrying out organizational policies and programs and influencing others where improper handling will have a marked effect on operating results, or contact involving dealing with persons of substantially higher rank on matters requiring explanation, discussion, persuasion, and obtaining approvals. Considerable tact required in most duties or tasks performed to achieve results. All Bureau staff is in contact with at risk, and high at-risk participants of all races, genders and lifestyles which require utmost patience and sensitivity.
Confidential data	Works with confidential data of major importance such as participant records, plans or new programs, funding sources, and other proprietary business information. If disclosed, it may be detrimental to the

**organization's interests. Proven violation of confidentiality is subject to immediate dismissal.**

**Mental and/or visual demand**

**Flow of work and character of duties involves normal mental and visual attention along with manual coordination. May include part-time normal and part-time concentrated attention and coordination, especially when dealing with at risk and high -risk participants.**

**Working conditions**

**Position requires some incidental travel and overall good working conditions associated with office work. New-traditional (non-traditional) hours such as evenings, late nights and weekends.**

**Character of supervision**

**not applicable**

**Scope of supervision**

**not applicable**

**To Apply:**

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