

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY

**Position: Youth Opportunity Hub Outreach Worker**

**Department: Youth Services**

**Reports To: Hub Program Director**

**Hours: Part-Time (18hrs/Week)**

**FLSA: Non- Exempt**

**Reviewed: 08/22/2017**

### **Position Summary:**

The Outreach Worker will provide information and knowledge to residents in the East Harlem Community to help market and promote services of Union Settlement Youth Opportunity Hubs program; as well as recruitment. These efforts will be part of a multi-leveled, community and youth-focused outreach approach that will connect members of the community (children, youth, young adults and families) to the Hub program. Flyers, brochures and related literature will also be distributed to East Harlem residents, businesses and organizations for informational and referral purposes.

### **Responsibilities:**

- Provide information and knowledge to East Harlem youth, young adults and their families to help market and promote services of the East Harlem Youth Opportunity Hub program.
- Excellent time management and organizational skills.
- Work independently as well as part of a team.
- Ability to work a flexible schedule for targeted outreach efforts.
- Participate in Outreach activities such as: flyer distribution, street team activities, scheduled events, open houses, and social media.

- Attend weekly team meetings, for program updates, progress and Hub/agency related matters
- Attend monthly Hubs Partner meetings as needed
- Escort clients to and from provider agencies in East Harlem area as needed.
- Bridge connections between youth and provider agencies to connect youth to Hub services.
- Complete all documentation in a timely manner.
- Maintain and follow the policies and procedures of agency and program.
- Assist in conducting intakes of participants.
- Work closely with Youth Advocate to support targeted youth services.
- Additional duties as assigned by Hub Program Director, Hub Assistant Director, Assistant Director of Youth Services and Director of Youth Services

**Qualifications:**

- High School Diploma or GED required; some college preferred
- Two years or more experience in the Youth Development and Advocacy field
- Experience working/engaging with youth within the age range of 10-24 y/o
- Community outreach and/or home visit experience necessary
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Ability to motivate others toward achieving goals
- Ability to develop and maintain partnerships with high risk, difficult to engage, and disconnected youth and families
- Ability to network with outside partner organizations and develop positive collaborations
- Bilingual Spanish/English/French a plus

**To Apply:**

Please send Cover Letter, Resume, Salary Requirements, and References to: [jobs@unionsettlement.org](mailto:jobs@unionsettlement.org). Please indicate Youth Opportunity Hub Outreach Worker in subject of e-mail.

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