



**Public Health**  
Prevent. Promote. Protect.

# VICTORIA COUNTY

**PUBLIC HEALTH DEPARTMENT**

2805 N. Navarro, Victoria, TX 77901

**Position: Community Outreach Coordinator (Texas Home Visiting)**

**2022**

**Essential**

**Full-time Position**

**Salary: \$15.50 - \$18.54**

**Non-Exempt**

**Open until filled**

## **SUMMARY**

Under the supervision of the Program Manager, the Outreach Coordinator will lead the program's efforts to increase enrollment in Texas Home Visiting programs (Parents as Teachers and Family Connects) by marketing and promoting the programs, and building community awareness of the programs.

## **ORGANIZATIONAL RELATIONSHIPS**

- Reports to MIECHV Program Manager
- This professional has frequent contact with personnel, state and county agencies, physicians, medical centers and hospitals; and other stakeholders, including children and adults in the general population

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works as a member of the Texas Home Visiting Team
- Aids in expansion of client participation in Home Visiting programs by recruiting families with children prenatal to age 5
- Works cooperatively with Home Visiting staff and Family 1<sup>st</sup> Advisory Committee
- Prepares required monthly reports, communications and other documentation to Program Manager
- General coordination of an outreach activity plan outlining scheduling and participating in outreach and community organizational events. Plan for, order, and maintain materials needed for community outreach events to parents, schools, community-based organization and public agencies
- Develop strong collaborative relationship to enable the most effective referral system
- Serves on relevant community committees, coalitions and boards. Participate in community meetings, events, and conferences as needed. Build participation and collaboration within local initiatives focused on home visiting building
- Attends staff meetings to maintain close communication regarding the status of outreach efforts with program staff

- Researches new outreach opportunities for recruiting families (church, civic groups, Facebook ads, referrals from families, web site, etc.)
- Creates regular posts for Texas Home Visiting Facebook site, community development publications and flyers to outreach to families
- Develops campaigns for specific audiences (with Program Manager), targeting families for enrollment into Parents as Teachers and/or Family Connects
- Other duties as assigned

## **QUALIFICATIONS**

- Must also have strong interpersonal and organizational skills and excellent written and oral communications skills
- Must be computer literate, out-going, creative, organized, and resourceful, a self-starter, and professional
- Experience with public speaking and presentations
- Bilingual (English / Spanish) skills preferred

## **EDUCATION AND/OR EXPERIENCE**

- A Bachelor's degree in public administration, public relations, sociology, child development or a related field required. It is acceptable to have a two-year degree or 60 college hours in early childhood or a related field
- It is essential to have at least a high school diploma or GED and a minimum of three years' previous supervised work experience with young children and/or parents or training

## **OTHER SKILLS**

- Work with diverse set of community-based organizations and stakeholders
- Foster open communication within and among individual from diverse background/groups
- Work in a team environment and/or with minimal supervision
- Work a flexible schedule, including some evenings and weekends

## **CERTIFICATES, LICENSURES, REGISTRATIONS**

- Must have a valid Texas driver's license and proof of automobile liability insurance

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be in good general health in order to perform the duties of this position
- Must be able to operate a motor vehicle when necessary
- Must be able to work in adverse weather conditions rarely
- Must be able to sit at a desk, use a computer keyboard, answer the telephone, etc.

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some of the duties involve sitting at a desk in a climate controlled environment
- Many times the employee will be out in the community meeting with members of the public in a variety of environmental conditions
- Employee will work flexible hours, including weekend hours
- Employee will drive a vehicle provided by Victoria County for work duties only
- Employee will experience multiple encounters with the general public, with employees, and with supervisors throughout the day

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/employment>.

Victoria County Human Resources  
115 N. Bridge St., Room 127  
Victoria, TX 77901