

**Community & Economic Development****Community Housing Development****Education and Outreach Specialist**

BAND	GRADE	SUBGRADE	FLSA STATUS
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**NATURE OF WORK**

The Education and Outreach Specialist is responsible for educating families about lead poisoning, conducting outreach, holding educational programs, conducting healthy home inspections, lead risk assessments and preparing all reports.

Essential Duties: These duties are a representative sample; position assignments may vary.		FREQUENCY	BAND/ GRADE
1.	Educates families about lead and safety hazards in the home and explains the grant program.	Weekly 25%	
2.	Recruits families into various department programs by promoting the program services through group presentations, home visitations and the media.	Weekly 20%	
3.	Conducts lead risk assessments, healthy home inspections, prepares all reports and reviews findings with owners.	Weekly 50%	
4.	Conducts community outreach events, prepares and conducts training opportunities for landlords, homeowners, tenants and contractors.	Weekly 5%	
5.	Conducts lead clearance examinations.	Weekly 5%	
6.	Other related work as assigned		

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##### SUPERVISION GIVEN/RECEIVED

Works under direct supervision and follows defined policies, procedures, and work methods to accomplish assigned duties.

No supervision responsibilities.

##### DECISION MAKING

The individual must exhibit defined decision-making skills determined by specific area of training and expertise. Duties and tasks are both routine and non-routine in nature and individuals may refer complex decisions to the higher levels. Assignments are generally focused in nature and require decisions with defined parameters.

##### TRAINING AND EXPERIENCE REQUIREMENTS

Associate degree in health education, social science, communications or a related field with a minimum of 1 year experience with community health education or 3 years of community health education experience, which provides the required knowledge, skills and abilities, with a high school diploma or equivalent combination of related education and experience.

##### LICENSING REQUIREMENTS

- Must be a licensed Lead Risk Assessor upon hire.

##### KNOWLEDGE REQUIREMENTS

- Ability to identify and test for lead paint hazards;
- Ability to inspect and detect healthy home hazards;
- Public speaking and presentation;
- Modern office procedures, methods, and equipment;
- Use of an XRF Analyzer;
- Use of a tape measure;
- Understanding of HUD program requirements;
- Understanding of EPA, L&I and OSHA requirements.

##### SKILL REQUIREMENTS

- Ability to organize and manage time;
- Work independently to meet program objectives;
- Write, speaking in public and display good communication and interpersonal skills;
- Operating computers. applicable software and web applications;
- Applying communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Possession of a valid driver's license.

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**PHYSICAL REQUIREMENTS**

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

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**CLASSIFICATION HISTORY**

<b>DATE</b>	<b>COMMENT</b>
September 28, 2020	

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.