



JOB DESCRIPTION

CLASSIFICATION SPECIFICATION

JOB TITLE: OUTREACH ASSOCIATE

REPORTS TO: LIEUTENANT RANDY PORTER (EMS BUREAU)

DEPARTMENT: FIRE DIVISION

GRADE: Pay Grade 8

FLSA STATUS: NON-EXEMPT

UNION AFFILIATION: NON-BARGAINING, PART-TIME

CIVIL SERVICE: NON-CLASSIFIED

JOB SUMMARY:

Under EMS Bureau direction, assists the Community Paramedic with focus on the department's Quick Response Team (QRT). (e.g., multiple weekly home visits providing access to resources in pair with Summit County Sheriff Officer and an ADM counselor, gathering and tracking data associated with "hot spots" and follow up data when applicable, public education and dissemination of resources, working with local and state agencies).

QUALIFICATIONS:

Position requires a medical and/or mental health background (Paramedic, Registered Nurse, Licensed Practical Nurse, Licensed Counselor, Licensed Social Worker or in a similar field) with preferred 1-2 years' experience in mental health. The city will consider applicants who possess an equivalent combination of training and/or experience.

ESSENTIAL JOB FUNCTIONS:

- Responsible for gathering data associated with EMS alarms with relation to drugs, alcohol, and mental health.
- Monitors "Hot Spots" and conducts surveillance and mapping of the city's alarms regarding drugs, alcohol, and mental health to identify the underserved in the community.

- Work with other government agencies, most specifically, The Summit County Sheriff's Office and the ADM Board to coordinate home visits after an incident involving drugs, alcohol, and mental health.
- Provides primary prevention strategies to educate various audiences.
- Provides secondary prevention strategies to assist those suffering from drugs, alcohol, and mental health issues.
- Assist the Community Paramedic with transport of non-emergency patients (drugs, alcohol, mental health) when applicable.
- Assist in tracking data associated with the city's interventions that meet the requirements of certain grant funding.
- Performs other related duties as directed by the Community Paramedic or EMS Lieutenant determined to be necessary to promote, further, or ensure the effective and efficient operation of the department.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of: department policies and procedures; city government structure and processes, Microsoft Office, HIPAA, UKG Kronos, etc.

Skill in: Use of a personal computer; job related software (ESO, NIFRS), verbal and written communication.

Ability to: Research patient data, carry out detailed written or oral instructions; interpret a variety of instructions in written form; deal with problems involving several variables, document succinctly, exercise independent judgement and discretion, compile and prepare data reports, communicate effectively, cooperate with coworkers, handle sensitive inquiries, resolve complaints.

EQUIPMENT USED:

Personal computer, computer software (e.g., Microsoft Office, Kronos, VIP, printer, copy machine, fax machine, other standard office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.) has contact with potentially violent or emotionally distraught persons; occasionally lifts objects 10 lbs. or more; occasionally carries objects 10 lbs. or more; occasionally pushes and pulls objects 10 lbs. or more.

Note: In accordance with U.S. Department of Labor physical demands strength ratings. This is considered sedentary work.