Allegheny Lead Safe Homes
Program Outreach and Recruitment Specialist
Part-Time/20 hours/week

SALARY: Hourly - $16.00 - $18.00 Monthly - $1,280.00 - $1,440.00 Annual - $15,360.00 - $17,280.00

NATURE OF WORK

The Program Outreach and Recruitment Specialist will perform outreach and education to recruit families to participate in the Allegheny Lead Safe Homes Program, which provides free home repairs to keep families safe from lead-based paint. The Program Outreach and Recruitment Specialist, working in the Allegheny County Health Department’s Housing and Community Environment Program, will be responsible for implementing the outreach and education strategies developed by the Allegheny County Health Department (ACHD) and Allegheny County Economic Development (ACED) and identifying additional strategies to recruit families to participate. In addition, the Program Outreach and Recruitment Specialist will provide lead safety education to families in their home after the home repairs have been completed.

Information on the Allegheny Lead Safe Homes Program can be found at:
http://www.alleghenycounty.us/leadsafeprogram

Responsibilities include:

- Engaging community members and leaders on the new Allegheny Lead Safe Homes Program and the importance of childhood lead poisoning prevention.
- Distributing information effectively, concisely, and accurately, both written and orally, to individuals, professionals and the public using a variety of approaches.
- Preparing informative and engaging materials and presentations that provide general lead education, including information on the hazards associated with lead and strategies for lead poisoning prevention, and/or education on the services available under the Allegheny Lead Safe Homes Program in order to recruit families to participate in the Program. Materials and presentations may be targeted to families, community groups, schools, social service providers, and other groups or organizations as directed by ACHD and ACED. The prioritization of recruitment-oriented education and outreach and general lead education and outreach will be based upon Program priorities established by ACED.
- Maintaining relationships with individuals, community organizations, educational organizations, social service providers, and the public by attending community events and meetings and diligently following-up on requests made at those events or meetings, such as requests to distribute materials or schedule presentations.
- Conducting home visits with at least 175 Allegheny Lead Safe Homes Program participants to educate them about lead poisoning prevention and maintaining a lead safe home.
- Communicating scheduled and completed outreach and recruitment activities to ACHD and ACED.

This position is for 20 hours per week. Hours will vary based upon the schedule of education and outreach events and meetings, but will include evening and weekend hours as well as hours between 8 AM and 5 PM on Monday through Friday.
KNOWLEDGE AND ABILITIES

The Program Outreach and Recruitment Specialist must be able to:

- Learn and effectively communicate information about the Allegheny Lead Safe Homes Program in order to encourage families to participate in the Program.
- Learn and understand how people, particularly children under the age of 6 years old get exposed to lead; steps families can take to protect their children; services provided by ACHD; and other available resources regarding lead poisoning prevention.
- Effectively communicate to diverse audiences.
- Be comfortable presenting in front of large and small groups and meeting new people.
- Be passionate about children’s health.
- Represent ACHD and ACED in a professional manner.
- Use initiative, creativity, and resourcefulness to prepare articles, promotional materials, and speeches about the Allegheny Lead Safe Homes Program and lead paint hazards.
- Ability to travel to and from work locations throughout Allegheny County to carry out the responsibilities of the position.
- Keep accurate records of daily activities and produce reports of educational activities.
- Communicate effectively with ACHD and ACED regarding scheduled and completed outreach and recruitment activities and ideas for additional recruitment strategies.
- Experience in community engagement and language skills a plus, though not required.

HOW TO APPLY

Interested candidates should send a resume and cover letter to Lori Horowitz, Housing and Community Environment Operations Manager, at Lori.Horowitz@AlleghenyCounty.US.