
TITLE: Education Outreach Worker

DEPARTMENT: Education

REPORTS TO: The Community Health Educator in Eastern and Central WA
The Public Health Education & Communications Specialist in Western WA

JOB PURPOSE:

Provide awareness of Washington Poison Center (WAPC) services and poison prevention strategies to Washington residents through outreach and engagement at various community events (such as health and resource fairs, back to school fairs, farmer's markets, etc.). Due to the seasonal nature of many outreach events, WAPC cannot guarantee a set number of hours per pay period; this is a Per Diem position.

JOB RESPONSIBILITIES:

- Follow center policy and procedures and comply with WAPC behavioral and ethical standards.
- Demonstrate appropriate time management skills to complete job responsibilities within scheduled work hours.
- Ability to communicate effectively with diverse audiences to promote the Washington Poison Center.
- Inventory and other documentation requirements
- Other tasks as needed

JOB REQUIREMENTS:

- Basic phone and computer skills
- Excellent verbal communication, decision-making, customer service, and collaboration skills
- Ability to maintain good public relations
- Ability to be reached via phone/email in a timely manner.
- Good organizational skills and attention to detail
- Ability to multi-task, maintain focus, professionalism, and composure in a distracting work environment
- Ability to work in a self-managed, self-directed capacity with minimal supervision
- Work at events as agreed upon with supervisor.
- Bilingual candidates preferred
- Must have access to an insured and reliable vehicle

PHYSICAL and ENVIRONMENTAL REQUIREMENTS:

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.

- Ability to sit and stand for hours at community events
- Ability to set up a folding table and 10x10 pop up canopy
- Ability to carry up to 50 pounds
- Ability to drive for 2-3 hours
- Ability to work indoors and outdoors at community events