



Evergreen Youth & Family Services is a leading non-profit organization dedicated to empowering youth and families in Bemidji, MN, and the surrounding communities. We provide a range of comprehensive services aimed at supporting young people and their families to overcome challenges and thrive. We are seeking a dynamic and passionate Community Outreach Coordinator to join our team.

**TITLE:** Community Outreach Coordinator  
**SUPERVISOR:** Program Director  
**STATUS:** Full-time/Non-exempt

**SUMMARY:** The Outreach Coordinator is responsible for identifying and reaching out to homeless, runaway and exploited youth on the streets as well as through contact with other service providers, schools and community centers and Evergreen events. Outreach is done both in a vehicle and on foot in targeted areas. The Outreach Coordinator works directly with youth to support Evergreen's outreach efforts. In addition, the Outreach Coordinator assists in crisis intervention on the streets and referral work with those needing services to advocate on their behalf. The Outreach Coordinator reports directly to the EYS Program Director. Employees must be able to provide transportation using agency vehicles. This position uses visual and auditory skills approximately 95% of the time.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Ensure that Evergreen is reaching its target populations of youth/young families that are homeless or at risk.
2. Allocate a minimum of 50% of hours each week to conducting outreach in the community.
3. Provide crisis intervention services to homeless or runaway youth in our area.
4. Direct outreach to local young people in need through Drop-In Center coverage. As time allows and in consultation with EYS Program Director, coordinate and conduct outreach to schools, homeless shelters, and tribal and community programs serving homeless youth and young adults.
5. Collaborate with other service providers, schools and community centers in the region.
6. Supply homeless/runaway youth with access to food and hygiene supplies, appropriate clothing, etc.
7. Advocate for youth/young families and make referrals to appropriate services.
8. Complete all necessary documentation for monthly/quarterly reporting.
9. Assist with operation of the Drop-in Center as needed, including meeting with clients; distribution/unloading/stocking of SOP supplies, cooking meals, cleaning up after meals as necessary, etc. and scheduling.
10. Assist youth with enrolling in other programs including but not limited to: MA, MNSure, SNAP, MFIP, TANF, Energy Assistance, Section 8, Priority Housing List.
11. Maintain outreach materials and coordinate ordering of supplies.
12. Communicate with supervisor and shelter staff regarding any and all outreach crisis situations.
13. Maintain statistics for grant reporting purposes.
14. Meet with supervisor for supervision as needed.

15. Must understand and utilize evidence based best practices for working with the target population.
16. Services must meet the individual developmental, physical health and safety needs of the target population.
17. Assists youth with completing housing applications and conduct housing searches with youth if not working with Evergreen YFS housing staff/program.
18. Attend EYS & Shelter Team meetings, all-agency meetings, and required trainings.
19. Complete Client Track and client tracking data.
20. Other duties as assigned by supervisor or agency executive director.

## **QUALIFICATIONS:**

1. Prefer person with a four-year degree in a human service related field, and/or a minimum of two years direct service with youth and their families.
2. Candidates with previous experience with youth that includes crisis intervention and conflict resolution will be given preference.
3. Applicants must be at least 21 years of age.
4. In emergency situations, employee may need to work flexible work schedules including evenings and weekends.
5. Applicants must indicate support for Evergreen's mission and all agency programs.
6. Must model appropriate, professional behavior to establish and maintain superior services to youth and youth families in a safe and inviting atmosphere.
7. Must have experience working with youth and families of diverse backgrounds.
8. Must be able to establish and maintain an effective working relationship with co-workers, supervisors, and other representatives from agencies in the community.
9. Must have very strong written and oral communication skills.
10. Must be able to exercise initiative, work independently, meet deadlines, and have strong organizational skills.
11. Must have strong computer familiarity and experience with Word, Outlook, Excel, and online navigation.
12. Must have reliable means of transportation and a valid driver's license.
13. Must be a positive role model to staff, youth, families and the community.
14. If applicant had former chemical use problems, applicant must have been free of chemical use problems for at least two years prior to beginning employment with Evergreen.
15. Must successfully pass a drug and/or alcohol test.
16. Must be able to be insured on agency auto insurance policy.
17. Must maintain agency, co-worker, and client confidentiality and abide by the Data Privacy Act and the Health Information Portability and Accountability Act for all past, present and future clients.
18. Must not be disqualified by a Minnesota DHS Applicant Background Study, a Minn. Bureau of Criminal Apprehension Criminal Background Check via the BCA website, and must pass a National Sex Offender Registry check.

**Physical Demands Related to Duties:** While performing duties, the employee is required to talk and hear. The employee is often required to sit and use his or her hands and fingers, to handle or feel. The employee is also required to stand, walk, reach with arms and hands, climb or balance, and to stoop or kneel. Visual abilities required by this job include close vision. This employee must be able to lift and move items up to 40 pounds.

**COMPENSATION:** \$18.20 - \$26.61 per hour DOQ, Evergreen also offers a competitive cash benefits package, generous vacation/holiday/sick time/401 (k) match, and flexible scheduling.

**TO APPLY:** Please visit [www.evergreenyfs.org](http://www.evergreenyfs.org) to apply on-line or download our employment application. To be considered for the position applicants must submit cover letter, resume, and application to: Evergreen YFS, ATTN: Human Resources Director, PO Box 662, Bemidji, MN 56619 or email [hr@evergreenyfs.org](mailto:hr@evergreenyfs.org).

**DEADLINE:** This position will be open until filled.

EVERGREEN YOUTH & FAMILY SERVICES, INC. IS AN EQUAL OPPORTUNITY  
EMPLOYER/ADA