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## POSITION ANNOUNCEMENT

### Community Outreach Worker

#### About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit [www.lacasadedonpedro.org](http://www.lacasadedonpedro.org) and be sure to follow @lacasanwk on all social media platforms.

#### Who we Seek

La Casa de Don Pedro seeks a Community Outreach Worker who will support the Program Manager and the Community Engagement Specialist in assisting with the day-to-day administration and operations of the Healthy Homes pillar. To be successful in this role, the Community Outreach Worker should be experienced with providing exceptional customer service, assist families with program enrollment applications, and represent the organization at community outreach events. The Community Outreach Worker will serve as an integral member of the Healthy Homes team and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

#### Duties and Responsibilities:

- Responsible for assisting families with their program enrollment application for HEA, Weatherization, and LEAD.
- Maintain a trusting relationship with families and community stakeholders to ensure successful outcomes and achieve program enrollment benchmarks.
- Reviews and verifies data and supporting documents, resolving discrepancies in compliance with company and program policies.
- Maintain and encourage confidentiality in respect to HIPPA laws at all times.
- Be prepared to travel to all government /private agencies (social services organizations, face-to-face interviews, etc).
- Enters program members information into database and certifies applications.
- Responsible for outreach with the goal of increasing awareness of La Casa de Don Pedro programs and services in the community and increasing member numbers.
- Provides assistance, guidance, and information regarding community resources to program members, visitors, and organizational guests, ensuring responsive and supportive service delivery.
- Conducts home visits and documents the outcome.
- Other duties may be assigned to meet the organization's needs.

#### Educational, Required Skills and Experience Requirements:

- Associate degree required in a related field, or a minimum of three (3) years of relevant professional experience in community outreach, social service organizations, or energy-related assistance programs.

- Demonstrated excellent organizational, time management, and multitasking skills, with the ability to perform effectively in a fast-paced work environment.
- Strong written and verbal communication skills in English; proficiency in additional languages is a plus.
- Proven leadership abilities, including strong interpersonal, mentoring, and problem-solving skills.
- Experience coordinating community outreach initiatives and developing community partnerships.
- Ability to work independently as well as collaboratively in a team environment.
- Advanced knowledge of Weatherization, LEAD, HEA, and Healthy Homes program policies and procedures is preferred.
- Advanced proficiency with CRM platforms, HESWAP systems, and other program-related databases.
- Proficiency in Microsoft Office Suite or comparable software applications.
- Notary Public license required; must be obtained within three (3) months of employment.
- Renovation, Repair & Painting (RRP) training and certification required within three (3) months of employment.
- Complete Client Education training within three (3) months of employment.
- Valid New Jersey driver's license with a satisfactory driving record required.
- Ability to travel for business purposes, including conferences and professional development training.

**Physical Requirements:**

- Required to sit and stand for long periods.
- Lift up to 15 pounds

*\*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Compensation, Schedule, and Other Information:**

- **Employment type:** Full-time
- **FLSA status:** Non-exempt
- **SOC code:** 21-1099
- **Reports to:** Program Manager and Senior Community Engagement Specialist III
- **Schedule:** Monday – Friday; 9:00am – 5:00pm. Schedule may vary and will require some weekends and evenings. Advanced notice will be provided.
- **Compensation:** \$21.98 per hour
- **Fringe Benefits:** Health, employee assistance program, Teladoc, vision, dental, paid time off, paid sick leave, life insurance and 401k retirement plan offered.

**To Apply**

- Click [here](#).
- No telephone calls. Only candidates considered for an interview will be contacted.

*La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.*