

**WAYNE METROPOLITAN COMMUNITY ACTION AGENCY
JOB POSTING**

Position Title: **Outreach Worker - SSVF**

Starting Salary Range: \$15.00-\$19.50

Benefits: Single Medical, Dental, Paid Holidays, PTO

Grade: 3

FLSA: Non - Exempt

Employment Status: Part-Time

Work Location: Wyandotte

Work Days: Monday through Friday
(specific hours to be determined by program needs)

Work Hours: 20 hours per week

Supervisor: Director of Special Projects

Position Start Date: Immediately

Responsibilities: Responsible for the provision of assistance to low-income military veterans in the agency service area through a system of information and referral, the coordination of outreach activities, and the evaluation of community needs and community resources designed to meet those needs. In addition, responsible for serving as the liaison between WMCAA staff and clients and community organizations and acting as a leader in the creation of community resources designed to foster community empowerment. Position will focus on the unique needs of veterans and their families and linking services and benefits available that population.

Qualifications:

- Bachelor's degree preferred or a minimum of four years experience in community outreach and/or human services, or a combination of education and experience.
- Veteran status preferred but not required.
- Knowledge of Wayne County demographics, the needs of veterans in Wayne County and services available to meet those needs.
- Possess strong organizational, collaborative, and interpersonal skills to ensure that supportive services are delivered to eligible clients through engagement, education, and systems development.
- Must have good written, telephone and verbal communication skills.
- Must have reliable transportation, clean driving record and a valid driver's license.
- Must demonstrate good interpersonal and professional skills including but not limited to professional appearance, tact, punctuality, and dependability.
- Must have strong computer skills, including Microsoft Word and Excel, proficient use of web-based technologies including Gmail, Google Docs, and internet navigation.
- Ability to work with a minimum of supervision.

If you are interested in this position and you meet the minimum requirements, submit your resume and cover letter to the HR Department at HR@waynemetro.org. Please enter the **Job title** in the subject line. The fax number is (734) 246-5779 or by mail at Wayne Metropolitan C.A.A., 2121 Biddle, Wyandotte, MI. 48192.

No phone calls please.

Equal Opportunity Employer