

**INLAND EMPIRE UNITED WAY  
HOMELESS HEALTH OUTREACH WORKER  
JOB SUMMARY**

Inland Empire United Way is a leading nonprofit organization devoted to strengthening the Inland Empire by investing in the lives and futures of those in need. By operating several direct service programs and collaborating with a network of strong community partners, IEUW seeks to build brighter futures for youth and families in the areas of education, health, and financial stability. IEUW seeks talented, motivated team members who are passionate about improving our community and who are looking to be part of a dynamic team working to make EPIC changes in the Inland Empire.

**Program Description**

Inland Empire United Way's 211 San Bernardino County provides easy access to accurate and comprehensive resource information & referrals for the residents of San Bernardino County, provides public information support during disaster, and answers several specialized lines such as Child Abuse Reporting, Reentry, and after-hours calls for other agencies. It is the trusted source of verified health and social service information, designed to assist people in overcoming barriers. 211 has been awarded continuous funding to manage a countywide Coordinated Entry System (CES) to direct Housing & Urban Development (HUD) funded activities to end homelessness.

**Position Overview:**

The Homeless Health Outreach Worker, under the purview of the Housing Coordination Supervisor, will focus on collecting information and data through outreach with the Coordinated Entry Team that serves those experiencing homelessness in San Bernardino County, and by meeting with and surveying local hospitals and clinics. He/she will conduct assessments with individuals experiencing or facing homelessness and will collaborate with hospitals, homeless providers and government agencies to facilitate access to health care. This full-time non-exempt position is funded through April 2020 and carries the possibility that it may not be renewed if further funding is not obtained. No contract is implied; this position is "at-will" and employment may be terminated at any time by the employee or the employer. The availability of grant funds does not guarantee continued employment.

**Essential Functions – 80%**

- Develop a survey in coordination with key healthcare stakeholders to identify connections to CES
- Compile and assist in the analysis of provider survey data collected to help design a solution that will operate as a dedicated mechanism connecting hospitals to CES
- Develop relationships with and survey health care providers regarding their needs related to patient homelessness
- Conduct outreach with CES staff to assess, collect information, and identify the needs of individuals experiencing homelessness encountered during outreach activities
- Identify immediate health needs and coordinate access to the health resources
- Engage in health education, promotion and client supportive services

- Successfully maintain performance parameters and learn through various means to maintain appropriate knowledge of outreach health concerns and resources
- Identify additional health and mental health services available

**Secondary Functions – 20%**

- Develop required reports
- Other duties as assigned

**Qualifications**

- Minimum 1 year experience as a community health worker or health promotor
- One year of previous leadership experience
- Strong public speaking abilities
- Experience with social services and local resources
- A passion and desire to work towards ending homelessness a must
- Excellent writing skills required, including correct grammar and ability to summarize
- Proficient computer skills required including competency with MSOffice and working with a variety of programs
- English/Spanish bilingual preferred
- Must have reliable transportation, a valid California Driver’s License and the minimum personal liability insurance coverage required under California law and IEUW insurance carriers

**Physical Requirements**

The physical demands described here are a representation of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation to individuals with disabilities to enable them to perform essential functions may be available. While performing the duties of this job, the employee will be required to use machinery such as the telephone, computer, fax machine, and copier. The employee will be frequently sitting, walking, standing and/or carrying objects up to 25 pounds; the employee may also be required to drive for various periods of time. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus due to the regular activities of typing, screen monitoring, and computer usage.

**Salary Range and Benefits**

Wage \$17.00/hour, payable bi-weekly. Benefits include vision, dental, medical, life, AD&D and long term disability insurance, 11 paid holidays, accrued vacation and sick-leave.

**If interested, please send resume and cover letter to Marisela Manzo, [mmanzo@ieuw.org](mailto:mmanzo@ieuw.org). No calls or agencies, please.**

*“Inland Empire United Way is an equal opportunity employer. All offers of employment are contingent upon satisfactory background screen and drug test results.”*

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