

TEMPORARY JOB DESCRIPTION | June 2006- July 2006
RECOVERY ASSOCIATION PROJECT

Title: **Outreach Workers, Portland, Oregon**

Reports to: Vision PDX Outreach Coordinator

Compensation: \$10/hour (approximately 2 week position)

Hours: Part-time, 30 hours per week, including evenings and weekends

Anticipated Start date: June 20, 2006 Anticipated End date: July 10, 2006

To Apply: Complete application and/or send resume to RAP Hiring Comm., 1100 NE 28th, Portland OR 97232 by June 7, 2006 at 5pm.

The Recovery Association Project is hiring 5 temporary positions funded by the City of Portland to generate community input on Portland's Vision PDX Project. Five Outreach Workers, under the direction of an Outreach Coordinator, will go door to door and survey residents of Alcohol and Drug Free Community housing (ADFC) in two Central City Concern buildings in downtown Portland. Specific training on Vision PDX Project will be provided.

DESCRIPTION OF DUTIES:

1. Receive specific training on Vision PDX Project, RAP Basics and door knocking tips and safety.
2. Distribute flyers and informational materials to each resident, describing the project and alerting the residents that they will be contacted for their input.
3. Go door to door (during day and evening hours) over a two week period, weekdays and weekends and talk to residents.
4. Ask residents about their personal story, what's important to them, and the four designated Vision PDX questions.
5. Record all information in a legible manner so survey answers can be entered into web-based database for the Visions PDX Project and RAP database.
6. Organize logistics for community meetings to discuss the Visions PDX Project including making phone calls and emails to mobilize residents to participate.
7. Plan and facilitate group meetings as a reflection group leader.
8. Identify individuals to tell personal stories and answer Community Vision questions on camera.
9. Help to create a large poster board display with photos and quotes summarizing the results of the Vision PDX questions.
10. Identify and recruit potential leaders to participate in other RAP activities.
11. Other duties as assigned.

SKILLS AND ABILITIES:

1. Understanding of relational meetings, reflection groups and plenaries, as well as active listening, meeting facilitation, and discerning public issues from personal stories. (Candidates that have taken RAP and MACG Leadership trainings are preferred.)
2. Possess effective communication skills.
3. Experience planning events, meetings and/or committees.
4. Experience in recovery community issues.

MINIMUM QUALIFICATIONS:

1. Applicants in recovery or with family members in recovery from chemical dependency preferred.
2. Bilingual/cultural competency preferred.
3. Required to pass pre-employment drug screen test.
4. Ability to effectively interact with and treat with dignity and respect, co-workers and clients with diverse ethnic backgrounds, religious views, cultural backgrounds, lifestyles, and sexual orientations.
5. Physical requirements may include walking door-to-door, up and down stairs, ability to carry 5-10 pounds.