



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

OUTREACH SPECIALIST

Please be informed, selected candidates will be hired on a durational/part-time basis with potential of permanent employment.

Salary: \$19.00 per hour.

To Apply: Please mail, deliver or email the supplied Civil Service application and resume to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

GENERAL STATEMENT OF DUTIES:

This position assists in establishing and coordinating outreach activities aimed at educating individuals about programs that would improve their quality of life. Additional duties include working in collaboration with the Health Department, performing special projects, planning events and data collections.

TYPICAL TASKS OR ASSIGNMENTS:

- Disseminates informative material to clients, their partners and their families.
- Provides outreach in areas where potential clients congregate in order to recruit them into various programs.
- Establish self-help and support groups for the clients and then provide education and support to the group members.
- Refer clients to various programs, testing and case management service, if needed.
- Works cooperatively with local organizations and service agencies to ensure delivery of services to high risk clients.
- Maintains up to date and accurate reports on all activities.
- Performs other duties as deemed necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent interpersonal and communication skills.
- General computer and computation skills.
- Ability to organize presentations and assigned work, as well as develop effective work methods.
- Ability to establish and maintain effective working relationships within the agency with colleagues and outreach team members as well as within the community and clients.
- Ability to maintain client confidentiality.
- Knowledge of community engagement activities strongly preferred.

MINIMUM QUALIFICATION, CERTIFICATION, AND LICENSE REQUIREMENTS:

- High School diploma with five (5) years experience or a Bachelors of Public Health with one (1) year experience.
- One (1) year of Community Health Outreach Worker/Public Health experience preferred.
- Proficient in Microsoft office Excel and additional programs.
- Bilingual in English and Spanish preferred.
- A valid State of Connecticut Driver's License may be required for transportation between sites.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604

This is the application for the Outreach Specialist position only.

Do not use this application to apply for any other positions/examinations.

To apply for this position, you must submit:

1. An application, found on the following pages of this document
2. Cover Letter
3. Resume

Print out this form and fill it in, in ink. Do not use pencil. Deliver in person or mail this application to:

Civil Service Commission
City Hall, Room 106
45 Lyon Terrace
Bridgeport, CT 06604

Applications and required documents may also be scanned and emailed to:
cob.jobs@bridgeportct.gov

Please be sure to answer all questions on this application and follow these instructions carefully. Please do not call the office to ask about the status of your application

We will contact you as soon as we have information to share with you about this position. We thank you for your patience.

Thank you for your interest in applying for a position with the City of Bridgeport.
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CITY OF BRIDGEPORT, CONNECTICUT

CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

Non-Competitive Employment Application

Position Applied for	Outreach Specialist	Date	
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APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

DISCLAIMER AND SIGNATURE				
Signature			Date	

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.

GENDER: Male Female

ETHNICITY: Asian Black (Non-Hispanic) Hispanic White Other: _____