

Outreach Coordinator
Milwaukee Christian Center – Older Adults



Interested candidates should email resume to mcchr@mccwi.org with “Older Adults Outreach Coordinator” in the subject line.

Position is open until filled. Interested candidates should apply immediately.

The primary goal of the Outreach Coordinator is to build a network of community resources and link resource connection to participants of MCC’s Older Adults Center. Responsible for daily diner check-in as they arrive and making future reservations. Submit a “final count” for the next day’s meal to the Program Cook. Also responsible for nutrition attendance, data collection and input, along with updating and maintaining a participant transportation list.

Older Adults Programming

Strong neighborhoods honor and care for their elders. MCC offers older adults opportunities to remain healthy, in their homes, and vitally connected to the community. MCC’s Older Adults Center provides 160+ older adults a safe, welcoming place to stay connected, healthy, and well.

Reports to: Director of Older Adults Programming

Schedule: 30 hours/week, 8:15-2:15pm Mon-Fri

Pay Rate: \$17/hour

Benefits: Generous paid time off package starting at 20 days per year for full-time employees (prorated) and 12 paid holidays and expansive employee assistance program.

Essential Duties and Responsibilities Include:

Supportive Services

- Provide registration intake, assessment, service planning, and referrals for senior program participants as needed.
- Build network of community resources.
- Link community resource connection to participants.
- Insure service delivery and client follow-up.
- Maintain complete files on all participants.

Programming

- Checks-in participants as they arrive for the day and makes a future reservation as needed.
- Determine the “final count” for the next day’s meals based on reservations made and report it to the Program Cook.
- Provides alternatives for participants to work on projects independently should they choose not to join in on group activities.
- Maintains sufficient inventory of activity supplies.
- Help in kitchen with cooking, serving or clean-up as needed.
- Administer United Way Surveys to eligible participants and subsequently input data associated with survey annually.
- Assist with Shopping Field Trips when necessary.
- Assist participants as needed with arrival and departure from building which includes working closely with transport drivers to ensure safe and timely boarding of vehicles.

- Greet visitors and program participants. Direct them to appropriate services and/or agency staff. Notify administrative staff of security concerns regarding disruptive individuals.
- Any final clean-up

Administration

- Maintain log of client contact and services provided.
- Participate in staff meetings and attend trainings as required.
- Coordinate transportation to Milwaukee Christian Center for eligible program participants: assist seniors in applying for transportation access; maintain list of seniors needing rides; send weekly updates to vendor.
- Participate in annual meal-site registration of all Older Adults participants.

Community Outreach

- Participate in planning and implementing outreach activities, including, but not limited to: media advertisements and promotions (e.g. Hmong Radio, Hmong Journal, Milwaukee Journal Sentinel, Hmong Times, etc.); design and distribution of program brochures and flyers to area agencies and businesses; special events (tours, exhibits, celebrations, etc.) that showcase the Senior Program.
- Work with Program Director to identify and recruit program participants.

Professional Networking

- Participates in professional meetings, task groups, and conferences to build awareness of the Senior Program and needs of the Southeast Asian community.
- Assists in staffing booths at professional fairs and conferences.

Qualifications Desired Include:

- Some post-secondary training or education in social work, human services, or gerontology desired and one-year related experience working with the elderly.
- Excellent communication skills. Ability to read and interpret documents such as safety rules, contracts, and procedure manuals; write routine reports and correspondence.
- Bilingual ability in Burmese, Karen, Rohingya, Spanish, Hmong or Lao is desirable but not required.
- Must be able to work independently and as part of a team.
- Demonstrated ability to work with a diverse clientele of elderly program participants.
- Valid driver's license, ability to drive 15 passenger vans safely

Work Environment

Milwaukee Christian Center is a multi-service organization that works to build strong neighborhoods full of opportunity. We approach that work through four core areas: housing, youth development, older adults, and food security – serving over 7,500 people each year. What began with American Baptist roots providing outreach to immigrants on Milwaukee's south side in 1921, MCC now serves youth, families, and older adults of all races, ethnicities, religions, and ages throughout the city of Milwaukee.

This position is located within Milwaukee Christian Center's main site, working alongside programming and community members. The position is expected to travel occasionally for outreach purposes. Must be able to carry educational equipment, up to 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to high.

Equal Opportunity Employer

Milwaukee Christian Center does not discriminate against any employee, applicant for employment, or client because of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or other applicable legally protected characteristics. Milwaukee Christian Center is an equal opportunity employer.