



Job Title: Child Teen Outreach Coordinator
Department: Health & Human Services
Classification: Grade 2
Reports to: HHS Supervisor
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM-4:30 PM
Telecommute: Not available
Union: Yes
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position provides coordination and professional outreach for the Child and Teen Checkup Program and works with community providers, eligible families and health systems to increase the number of eligible Morrison County children receiving Child and Teen Checkups.

Communicates with:

Internally – HHS staff.
Externally –Public.

Supervision:

N/A

Essential Work Functions:

- Tracks contacts and outcomes for DHS reports utilizing the Catch 3 Software Program.
- Provides assessment of training needs for provider clinics.
- Coordinates outreach activities with WIC, Head Start, Maternal Child Health, FHV, Immunization Program Registries, Children’s Mental Health, IEIC and other child appropriate programs.
- Assists in the coordination of outreach and training with MDH, DHS, health plan representative and other county coordinators.
- Provides outreach to foster care providers and social workers to ensure children in foster care receive a health screening within 30 days of placement.
- Downloads, manages and reviews various reports, including case reviews.
- Reviews case(s) to determine program activity, eligibility, and participation.
- Scores and enters information into various databases.
- Prepares and sends letters and information to possible program participants.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires specialized training beyond High School, but less than an associate degree.
- One (1) year of relevant experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN driver’s license
- Understanding of the organization’s goals and objectives.

- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Light (Under 10 pounds of force)		X		
Work with high detail/deadlines	X			

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____