



# CENTRAL VALLEY OPPORTUNITY CENTER

## JOB DESCRIPTION

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**POSITION:** Mobile Outreach Services Representative  
**SUPERVISED BY:** Merced County Director  
**SALARY:** \$33,500 -\$41,500/YR DOE. Full Time. Excellent benefits including 401K  
**LOCATION:** Winton  
**DATE POSTED:** May 30, 2018  
**APP. DEADLINE:** Open Until Filled

### **POSITION SUMMARY:**

Drives and maintains 37' mobile employment, office and outreach services unit. Provides outreach, job search assistance, reports, orientation, referrals, intakes, eligibility, enrollments for agency clients and compiles reports. Creates social media content for the agency and supports agency electronic media footprint.

### **EXAMPLES OF DUTIES:**

1. Drives vehicle from facility to service locations throughout Stanislaus, Merced and Madera counties according to assigned schedule or direction of supervisor, maintaining safe operation and compliance with applicable laws and regulations.
2. Provides outreach, orientation, workshops, enrollments and instruction services in each service location as directed by supervisor.
3. Assists with initial assessment, eligibility, and intake process for enrollment into CVOC programs and services.
4. Responsible for accurate and timely completion of all required paperwork & reports as required for all services provided by the mobile unit.
5. Acts as liaison between CVOC and communities, ensuring that a positive and competent perception is projected and maintained.
6. Maintains vehicle service logs and schedules maintenance as per manufacturer recommendations.
7. Responsible for set up of computer equipment on mobile unit, and assuring proper functioning.
8. Creates and posts content to agency social media pages and creates outreach plans for service areas.
9. Back up bus driver.
10. Other duties as assigned.

### **GENERAL REQUIREMENTS:**

1. Experience driving large vans, trucks, vehicles
2. Valid CDL, auto insurance, clean DMV record
3. Computer literacy
4. Excellent communication skills
5. Social media expertise
6. Must be able to obtain class B license, and pass/comply with all DOT/DMV regulations, including licensing requirements, physical examination, random drug testing, etc.
7. Bilingual English/Spanish

### **PREFERRED**

1. Class B License
2. Two years college units and two years customer service or counseling. Relevant experience may be substituted for education.

## **PHYSICAL REQUIREMENTS**

1. Ability to continuously stand or walk.
2. Ability to bend, squat and lift frequently.
3. Ability to lift up to 50 pounds.
4. Ability to sit during prolonged periods of time depending on bus and mobile unit route.
5. Must meet vision, hearing and other physical requirements of DMV physical exam for commercial driver fitness determination. For example, cannot be colorblind.

## **WORK ENVIRONMENT**

1. May occasionally work in temperatures above 100 degrees and below 32 degrees.
2. May occasionally walk on slippery or uneven surfaces.

A completed CVOC application packet as well as a resume must be received to be considered for employment with CVOC. See [www.cvoc.org](http://www.cvoc.org) for application packet.

*It is helpful to include your email address on your resume.*

**CVOC is an EOE/At-Will Employer**