ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434
Phone 763-783-4747 • FAX 763-783-4700 • Website: www.accap.org

JOB DESCRIPTION

Position Title: Senior Outreach Worker **FLSA: Non-Exempt**
Class Title: Human Service Worker I
Range: 3
Reports to: Associate Director of Senior Programs

Position Requirements:

Education and Experience: One (1) year certificate from college or technical school; six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.
Licenses Required: Valid Minnesota driver's license required.
Certifications Required: None.
Background Investigation Required: BI through the Bureau of Criminal Apprehension and search on NSOPW.
Knowledge: Basic knowledge of senior and community resources in Anoka County.
Abilities: Ability to read, and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to complete intakes, routine reports and correspondence. Ability to work well with others.
Skills: Strong oral and written skills, able to speak effectively before groups. Basic mathematical skills; good organizational skills. Good interviewing techniques and assessment skills.

Duties and Responsibilities:

Visits and interviews clients to determine program eligibility; makes appropriate referrals; completes required paperwork/applications for services on client's behalf; performs "check the welfare" client visits when requested from outside agencies; provides case management; networks within the service delivery community; completes; participates in fund raising efforts for program and on client's behalf; public relations to community groups, providers, and citizens through oral and written presentations; perform some administrative functions in the absence of the Director including case assessments and assignments. Attends staff meetings and other meetings related to senior issues.
Performs other related duties as assigned.

Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, reaching, pulling, pushing, twisting, and turning, and utilizing arms, hands, and fingers on phone system, and keyboarding, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees. Must be able to enter client's home, climb stairs and may come in contact with cigarette/cigar smoke, hording, and a variety of pets. Must have a valid driver's license and a reliable vehicle.

Posting Date:	10/9/2026	Location:	Anoka County, Blaine, MN
Closing Date:	Until Filled	Supervisor:	S Anderson
Status:	Permanent/FT	Wage:	$16.91-$18.60/Hour - DOQ

Benefits:Vacation, Sick, Holiday, Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement w/match.