



Key Responsibilities- Outreach Assistant

1. Client Services

- Provide support to clients throughout the program, including scheduling an initial testing.
- Maintain positive and professional communication with clients, homeowners, and the community.
- Perform initial lead testing in residential units.
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2. Documentation & Program Tracking

- Track participant data, client folders, unit progress, and all required program documentation.
- Maintain organized files and ensure compliance with reporting standards.
- Monitor progress toward program goals and objectives.

3. Community Outreach & Partnerships

- Conduct regular outreach to promote the UCC Lead and Healthy Homes Program in the community.
- Work collaboratively with program partners and maintain strong professional relationships

4. Other duties as assigned by the LEAD Director.

All inquiries can be made to joanna.farfan@uccnewark.org
Joanna Farfan, UCC Director of Lead Safe