
THE BREATHING ASSOCIATION

POSITION TITLE: Outreach General Laborer

RESPONSIBLE TO: Outreach Manager

GENERAL DESCRIPTION:

The Outreach General Laborer position responds to all outreach agency needs for lifting, carrying, moving, and delivering of agency product. This is a general position and may entail other duties as assigned.

DUTIES AND RESPONSIBILITIES:

- 1.) Under supervision of the Outreach Manager: lifts, carries, moves, and delivers.
- 2.) May accompany case manager to home visit to carry air conditioner or fan to homebound.
- 3.) May assist security in passing numbers to customers to ensure crowd control.
- 4.) Responsible for ongoing inventory of air conditioners and fans.
- 5.) Responsible for distributing air conditioners and fans to correct households by following all policies and procedures outlined for general laborer staff.
- 6.) Responsible for assisting support staff in all clerical duties if needed.
- 7.) Performs other duties as required.

QUALIFICATIONS:

1. High school diploma, GED.
2. Able to lift 53 lbs consistently.
3. Educated in and practices proper body mechanics, when lifting and using provided dolly
4. Positive attitude; flexible to changes schedules or needs.
5. Must have valid driver's license and be willing to use vehicle.

This position is responsible for the accurate delivery of air conditioners and fans to the correct program participants. Failure to distribute these items to the correct household and not being able to recover items in a 24-hour period, will result in General Laborer paying for an item if given out due to negligence.

I understand and agree to these terms:

Name _____ Date _____

I have read and agree that I am capable, and willing to meet the guidelines and policies stipulated in this position description. In addition, I have received all the tools needed to meet these expectations.

Name _____ Date _____

TERMS OF EMPLOYMENT:

This is a Full-time/temporary non-exempt position of employment under conditions and with benefits as outlined in The Breathing Association's Personnel Policies. Resumes and/or applications should be faxed (no calls please) to 457-1934 or e-mailed to Careers@breathingassociation.org or mailed to 788 Mt. Vernon Avenue, Columbus, Oh. 43203, Attn: Denise Steward, Office Manager. TBA is an Equal Opportunity Employer.

June 1 2021