

## **LODGE & OUTREACH EDUCATOR**

**Are you ready to share your Master of Social Work know-how?**

### **JOB SUMMARY**

The Lodge & Outreach Educator is responsible for training CA Masonic Leadership and Lodge Members regarding services offered through Masonic Homes and by relief programs offered under their aegis. Concurrently, the Educator supports grassroots efforts by individual Lodges and consortium of Lodges, toward developing regionally-specific Lodge Outreach programs and projects. As part of Lodge Outreach's train-the-trainer approach, the Educator collaborates on training materials and curriculum, so that participating Lodge Members can serve as trainers to their Lodge Leadership and Masonic communities.

The Educator also operates within Masonic Assistance and Masonic Leadership structure, including Grand Lodge, being available for outreach and training at venues, such as: annual Leadership retreats, on-line forums and Member education. At times, supporting Masonic Assistance phone line, providing referrals and assessing need for Intake to Masonic Homes and relief programs. The Lodge & Outreach Educator's territory is from San Luis Obispo to Imperial Counties., traveling regularly, and servings as the Southern CA primary liaison between Masonic Homes and its relief programs, local Lodges and their relief efforts.

The Lodge & Outreach Educator serves as the Preceptor/Field Instructor for MSW students, each school year, through the partnership with USC School of Social Work. The Lodge & Outreach Educator is responsible for the oversight and supervision of the MSW Internship Program in Southern CA.

### **ESSENTIAL FUNCTIONS**

- Fulfill regular speaking engagements at Lodges and Masonic events in Southern CA, including Lodge Outreach trainings and meetings, Lodge meetings, Leadership retreats, to increase awareness of the Masonic Homes and their Relief programs: Masonic Assistance line, Masonic Outreach Services and Masonic Center for Youth and Families.
- Develops training materials and curriculum to educate Masons and others engaged in Lodge Outreach about Masonic relief and outside assistance programs, from Veterans Aid & Attendance to Medi-Cal
- Support and guide individual Lodges and area Masons engaged in regional Lodge Outreach efforts. Collaborate on site specific interventions, helping Lodges effectively address the concerns and meet the needs of their constituents.
- Serve as Preceptor/Field Supervisor for USC MSW interns, supporting their development as the next generation of social workers through their work with Masonic Homes and programs. Also, completing USC's Field Supervisor Training.
- Implement the execution of the Lodge Outreach Roll-Out Plan and develop

subsequent objectives for further Lodge Outreach Program expansion and development.

- Coordinate the ordering and creation, storage and transport of education and outreach materials with Masonic Outreach Services' Office Managers in Covina and Union City.
- Collaborate on metrics for program evaluation and tracking the success of training efforts, with regular reporting to the Manager and those participating in Lodge Outreach.
- Develop effective audiovisual and social media materials: PowerPoint and webinars, video and web content, for training purposes and peer support.
- Performs related duties as assigned.

### **SKILLS, ABILITIES AND EXPERIENCE**

- Demonstrated experience as an effective and engaging speaker and trainer.
- Ability to connect well with others, build positive relationships and work with multiple teams.
- Background in managing, mentoring or training staff in social service settings.
- Possess working knowledge of Microsoft Office, including PowerPoint and other presentation software. Proficiency picking-up use of other software, specifically Salesforce.
- Must be creative and self-motivated, customer service oriented and with an understanding of complex issues facing older adults and their families.
- Proven capability and background in creating processes to ensure high quality training, across multiple venues, including social media platforms.

### **EDUCATIONAL REQUIREMENTS/LICENSES/CERTIFICATES**

Any combination of education and experience that would provide the necessary knowledge and abilities listed, typically:

- Masters' degree in Social Work
- Minimum two years post-graduate school work in case management or community outreach, program development or training. Geriatric experience preferred.
- Must possess and maintain a valid California driver's license without restrictions, willingness to travel throughout the State in automobile and/or airplane, with some overnight stays.

### **JOB CULTURE**

- The Masonic Homes of California are committed to a culture of Leadership. Our culture is to provide superior service to Members, residents and staff through a sound and progressive model of service and care which aligns our mission, vision and operations. We demonstrate excellence in core services and place value on high quality job performance, professional development, effective time management, budget management, workplace safety and resident/employee satisfaction. We are dedicated to disciplined innovation and continuous quality improvement - we are a learning company. We are committed to sharing our knowledge and being an

organization that attracts the best and brightest talent. We are team-oriented, caring and honest.