

COMMUNITY DEVELOPMENT AIDE I

NATURE AND VARIETY OF WORK

This is dually allocated entry level field and/or office community development aide work performed in accordance with federal, state and local procedures, laws and regulations. Assignments typically include assisting individuals and families in the process of obtaining specific social and health services. Work is performed under close supervision of a designated supervisor. Work performance is evaluated in terms of quality and quantity of production.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Learns to counsel applicants seeking home sharing; assists in conducting needs assessments.

Learns to conduct interviews (in the home and in the office); assists with the screening of applicants for home sharing.

Assists in matching individuals seeking homes with those looking for someone to share a home; learns to make on-site inspections and determine suitability of homes for program use.

Assists in conducting individual, group, family and crisis intervention counseling; learns how to provide weekly program notes, monthly statistics, etc.; maintains office files and daily logs.

Assists clients in filling out forms, particularly when clients do not have adequate reading skills.

Learns to participate in training sessions regarding benefit programs, community resources and issues pertaining to targeted individuals.

Assists with the performance of outreach activities such as health fairs, literature distribution, educational and awareness engagements for County schools and community agencies, individual case consultation and supervised family therapy.

May be required to drive a vehicle between work sites.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Basic knowledge of economic and social characteristics of low-income neighborhoods.

Basic knowledge of acceptable kinds of behavior necessary for successful working with residents and groups in low-income areas.

Ability to keep accurate retrievable records.

Ability to deal courteously and effectively with others.

Ability to drive a passenger type vehicle.

MINIMUM QUALIFICATIONS:

Completion of the tenth (10th) school grade; residence in the geographic area of work assignment; demonstrated interest in civic or community affairs.

REVISED: 10/88