

## COMMUNITY DEVELOPMENT AIDE II

### NATURE AND VARIETY OF WORK

This is full performance 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. Incumbents of this class may be expected to provide technical guidance to subordinate community development aide positions. Work is performed under general supervision of a designated superior. Work performance is evaluated in terms of quality and quantity of production.

### EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY)

Participates with other community development staff members involved in identifying needs of low-income families or individuals; communicates appropriate portions of procedures, laws and regulations as they relate to the County's Community Development Program.

Counsels applicants seeking home sharing through Operation Match; conducts need assessments and makes appropriate referrals.

Conducts personal interviews (in the home and in the office); screens applicants for suitability to home sharing; makes on-site inspection and determines suitability of home for program use.

Prepares written reports or applications on new clients; maintains daily log of inquiries and public responses; attends Operation Match meetings, provides inputs on clients, resources, monthly records, and statistics.

Prepares and coordinates brochures, pamphlets, and written materials for distribution in order to inform the public about the program.

Responds to telephone calls from the general public and provides information and program assistance.

May provide technical guidance to subordinate community development aides in the performance of required tasks and responsibilities.

May be required to drive a vehicle between work sites.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of available resources and applicable regulations to deliver social, health, or assistance services.

Ability to determine eligibility for assistance.

Ability to interview clients and compile information for client's records.

Ability to prepare written reports.

Ability to maintain accurate retrievable records.

Ability to establish and maintain effective working relationships with the public and members of public and private agencies.

Ability to drive a passenger type vehicle.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D. Equivalent; demonstrated interest and activity in civic or community affairs.

REVISED: 10/87