

COMMUNITY DEVELOPMENT AIDE III

NATURE AND VARIETY OF WORK

This is advanced level field and/or office community development aide work performed in accordance with federal, state and local procedures, laws and regulations. Assignments typically include leading a team of subordinate community development aides in identifying needs of low-income families or individuals in assigned areas. This class is distinguished from the Community Development Aide II class by the level of complexity of assignments and/or the lead responsibilities. Work is performed under general supervision of a designated superior. Work performance is evaluated in terms of the effectiveness with which specific work assignments are carried out.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

May lead/train a team of subordinate community development aides in identifying needs of low-income families or individuals.

Provides counseling to residents who require assistance in adjusting Comprehensive Improvements Assistance Program (CIAP); acts as resident liaison; trains residents in use and care of new appliances, fixtures, etc.

Works with site managers and CIAP coordinators to develop work schedules; meets with Residents' Council to develop channels of communication on CIAP work.

Maintains case records of progress notes for all residents assigned for service; maintains daily logs of scheduling, service provided and residents assigned; meets periodically with Resident Service Staff.

Advises Program Director of residents who are experiencing difficulty; participates in developing team responsiveness to residents' needs; scrutinizes and compares similarities of case studies, problems and solutions.

May be required to drive a vehicle between work sites.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the principles and methods of community organization.

Considerable knowledge of available resources and applicable regulations to deliver social, health, and/or public assistance services.

Ability to communicate effectively, both orally and in writing.

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

Ability to prepare reports.

Ability to drive a passenger type vehicle.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D. equivalent; some responsible work experience which has demonstrated interest in civic or community affairs.

REVISED: 10/87