

COMMUNITY DEVELOPMENT ASSISTANT I

NATURE AND VARIETY OF WORK

This is entry level para-professional community development work in support of a professional staff in such areas as (1) community liaison/development/advocacy, or (2) social services among client populations (e.g., youth, aged, community action, housing development, health, etc.). Work is performed under close supervision of a Community Developer position or other designated supervisory position and is evaluated in terms of technical accuracy and conformance with established procedures, guidelines, rules and regulations.

Upon the satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs entry para-professional assignments.

Assists with the conducting of fact-finding and assessment of client needs.

Assists clients with transportation needs, and prepares and maintains case files in accordance with established procedures.

Schedules interviews for annual re-examination of income and assists with the determination of needs for interim rent charges; advises landlord and tenants of program regulations, policies and procedures.

Participates in the arrangement and supervision of orientation training programs for volunteers.

Assists with the planning, development, and enforcement of regular scheduled programs and special events or activities for clients; assists with the development and implementation of plans to establish liaison with and acquire support services.

May be required to lead/coordinate the assignments and performance of center staff, senior aides, volunteers and individuals from community and County agencies.

Assists with the establishment and maintenance of supplies, equipment, transportation

and other logistical services.

Prepares and submits reports and data for management purposes.

Performs intake evaluations of DWI clients including administration of alcoholism tests and related duties.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of and acceptance of the aims and objectives of the project or program to which assigned.

Knowledge of inspectional and/or group inter-action techniques and methods.

Ability to interview clients.

Ability to communicate effectively, both orally and in writing.

Ability to apply appropriate enforcement procedures with firmness, tact and impartiality.

Ability to prepare a variety of records and reports.

Ability to maintain accurate and retrievable records.

Ability to maintain effective working relationships with property owners, community action groups, and representatives of federal, state and local agencies.

MINIMUM QUALIFICATIONS

Graduation from high school, supplemented by college level courses in business, psychology or sociology, and experience in work requiring independent action based on mature judgment; or an equivalent combination of education, training and experience.

REVISED: 10/88