

COMMUNITY DEVELOPMENT ASSISTANT II

NATURE AND VARIETY OF WORK

This is full performance level para-professional work. Incumbents perform the full range of community development assistant assignments 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 the general supervision of a Community Developer or other designated supervisory position. Work performance is evaluated in terms of technical accuracy and conformance with established procedures, guidelines, rules and regulations.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Conducts fact-finding and assessment of client needs; clarifies and validates data in order to determine income verification; provides recommendations on programmatic issues.

Provides case work assignments including counseling, referral to other departments of County, State and Federal agencies.

Assists clients with transportation needs, forms completion, etc., and prepares and maintains case files in accordance with established regulations.

Schedules interviews for annual re-examination of income and determines need 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.

Plans and develops scheduled programs and special events or activities for clients.

Develops and implements plans to establish liaison with and acquire support services.

May be required to lead subordinate level community development assistants and other personnel in tasks relating to the assigned function.

Establishes and maintains 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 the project or program to which assigned.

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

Ability to apply applicable codes, laws and regulations as they relate to assigned functions or tasks.

Ability to interview clients.

Ability to communicate effectively, both orally and in writing.

Ability to learn to assimilate, interpret and execute federal, state, and local codes and regulations.

Ability to prepare a variety of records and reports.

Ability to maintain accurate and retrievable records.

Ability to establish and maintain good will and 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 course
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work in business, psychology or sociology, and six (6) months experience in work requiring independent action based on mature judgment; or an equivalent combination of education, training and experience.

REVISED: 10/88