

Jurisdiction: Oneida County
Jurisdiction Class: Competitive
Revised: 9/24/96

CHILD ASSISTANCE PROGRAM (CAP) COORDINATOR - SPANISH SPEAKING

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Social Services and involves responsibility for planning, implementing, coordinating, supervising, and monitoring the activities involved in administering a program in which eligible single parent AFDC families receive services to assist them toward the goal of self-sufficiency. Responsibilities include out-reach recruitment both with private agencies and within the Department of Social Services. The candidate will also be required to have a knowledge of public assistance budgeting, medicaid-managed care, support, food stamps, employment and other identified programs/ services. Work is performed under the general direction of a Case Supervisor, Grade A. Supervision is exercised over professional and clerical staff. Must speak and write Spanish. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides information to the general public and to the service community concerning the CAP Program;

Recruits CAP Program volunteers from the Department of Social Services and other community agencies;

Prepares, completes and submits reports and correspondence as required;

Implements strategies to correct operational deficiencies or to improve program function;

Attends quarterly CAP strategic planning sessions, as required by the New York State Department of Social Services;

Conducts regular meetings with staff to discuss policies, procedures, employee problems and work flow;

Establishes necessary controls for determining staff performance and makes necessary performance evaluations.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of Federal and State legislation relative to the CAP program and of AFDC eligibility; thorough knowledge of the operating characteristics of the Department of Social Services; good knowledge of CAP demonstration projects active state-wide; ability to evaluate and analyze data; ability to provide general supervision over the work of others; ability to communicate effectively, both orally and in writing; ability to speak Spanish; ability to communicate effectively both orally and in writing with Hispanic clientele, as they comprise a large percentage of the AFDC population; resourcefulness.

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SPANISH SPEAKING

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in the social science or human services field **AND** four (4) years of experience in a human services agency as an outreach worker responsible for job development, organizing job fairs with local employers and advocating for the hiring of minorities within the business community; two (2) years of which must have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or NYS registered two year college or university with an Associate's Degree in the social science, human services or business management field **AND** six (6) years of experience in a human services agency, three (3) of which must have been as an outreach worker as listed in (A) above; three (3) years of which must have been in a supervisory capacity; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.