

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Revised: 9/17/96

PARENT AIDE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Social Services, and involves responsibility to supervise Parent Aides in their work with families in which child abuse or neglect has been found or is suspected. Close super-vision is exercised over Parent Aides performing field work in client- parent settings. General supervision is received from a Case Super-visor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises Parent Aides in the identification of client-parent problems and role definition;
Coordinates periodic team interdisciplinary conferences for client families;
Supervises and allocates the work of clerical staff;
Provides guidance to Parent Aides in client-parent assessment of family functions;
Establishes work priorities for individual Parent Aides;
Identifies and plans Parent Aide training needs;
Serves as liaison between Parent Aides and professional personnel of the department;
Maintains statistical records and comprehensive case reports of client-family assistance;
Aids in evaluation of the Parent Aide project.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of community resources and household management; ability to plan, evaluate, and supervise the work of others; ability to foster cooperation between adults and children in a hostile or neglectful family setting; ability to establish and maintain working relationships with other agency staff, clients and the public; ability to understand child care and related developmental problems.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in Child Care, Education, Nursing, Human Service, Social Service, Business Administration, Secretarial Science or a closely related field, AND two (2) years of experience in a child day care center, child education field, community health or social services, business administration, secretarial science, or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma AND four (4) years of experience, as described in (A) above; **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.

