

Spec. Code: 4520(4241)
Occ. Area: 02
Work Area: 071
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 01/15/75

COMMUNITY WORKER

Function of Job

Under general supervision, performs community or in-house services and functions as prescribed by a specific federal, state, or university/agency program.

Characteristic Duties and Responsibilities

1. assists the program director in community-wide or in-house service programs
2. provides liaison between the institution or agency and the individuals served
3. as required by the program, assists in conducting surveys and investigations of the needs of the individuals to be served
4. familiarizes the individuals to be served with the services provided
5. works with local and/or community organizations and agencies on projects to improve human relations in such areas as employment, education, medical services, social services, and housing as required by the program
6. assists in establishing new activities and services as need is expressed
7. prepares and maintains necessary records and reports
8. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of experience (paid or unpaid) in work related to the job to be performed

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. familiarity with the community as defined by the specific program
2. skill in dealing with people from varied ethnic/social/economic backgrounds
3. communications skills