

COMMUNITY AIDE (FIRST STEPS PROGRAM) (SPANISH SPEAKING)
(Ossining #1)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a Community Outreach Worker or higher level position, an employee in this class is responsible for community outreach for the First Steps Program in the Ossining School District and serves as a liaison between parents in the Hispanic community and schools in the Ossining School District, providing information about the program for early intervention with children who have developmental lags. The grant funded First Steps Program emphasizes literacy and helps parents to foster literacy through reading to their children and participation in programs presented by First Steps for children from birth to age four. The incumbent will initiate contact with families by visiting the hospital when babies are born to make parents aware of the First Steps Program and activities. Duties require proficiency in both Spanish and English, providing interpretive and information services. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both Spanish and English;

Serves as initial contact for inquiries from the Latino community;

Interprets program services to residents of the Ossining School District;

Coordinates transportation and/or baby-sitting services to help clients use the services of the program;

Establishes and maintains contact with families who participate in the First Steps program;

Alerts families about meetings and provides parents information about the Ossining School District and its services;

Collaborates with school personnel to plan and promote school activities and to enhance family access and participation through outreach and advocacy;

Establishes linkages with neighborhood-based organizations for the purpose of information gathering, referral and advocacy for families;

Keeps parents informed of services, training and program opportunities available throughout the community;

Plans ongoing workshops, training and seminars for parents in collaboration with school personnel;

Organizes and encourages meaningful participation for parents, such as volunteer opportunities and participation in decision-making committees or discussion groups;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with school district and First Steps resources and services; familiarity with the basic purpose and location of community agencies; ability to read, write and converse fluently in both the Spanish and English languages; ability to read, speak and listen to the Spanish language at a level sufficient to pass a Spanish language proficiency test; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to meet and deal effectively with others; ability to establish good working relationships with Hispanic children, parents, school personnel and the general public; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to follow oral and written instructions; ability to work independently; tact; emotional security; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three years of work experience which involved public contact*.

SUBSTITUTION: An Associate's Degree** may be substituted for up to two years of the work experience described above.

*DEFINITION: Public contact experience is defined as experience which includes, but is not limited to, information gathering, disseminating and clarifying, inspecting, negotiating or counseling. The nature of the contact is such that it requires judgment on the part of the individual in dealing with or responding to another person.

**SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT: At time of appointment, possession of valid operator's license appropriate to operate a motor vehicle in New York State.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.