

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

GENERAL STATEMENT OF DUTIES: Assists the Ossining School District and the First Steps Program by serving as liaison between the school and the Hispanic community; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision from the Community Outreach Worker or higher level position, an employee in this class is responsible for community outreach for the First Steps Program and acting as a liaison with parents for early intervention with children who have developmental lags. The grant funded First Steps Program emphasized literacy and helps parents to foster literacy through reading to their children and participation in programs give by First Steps for children from birth to age four. The incumbent will commence contact with families with visits to the hospital when babies are born to make parents aware of the First Steps Program activities. Duties require proficiency in both Spanish and English, providing interpretive and information services.

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 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;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Designs and implements meaningful participation for parents – volunteer opportunities, participation in decision-making committees or discussion groups;

Uses computer applications or other automated systems 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 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 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 one year of work experience which involved public contact\*.

\*Public contact experience shall be 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.

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.