

## COMMUNITY OUTREACH WORKER (SPANISH SPEAKING)

GENERAL STATEMENT OF DUTIES: Performs community outreach work for a specific program within a municipality or school district, as assigned; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class provides information to residents of particular services available to them from the municipality or school district. Work involves introducing potential clients to educational forums about the program goals and objectives; interpreting program services; and performing routine tasks directly related to the client community and the program staff. This class is involved primarily in informing the resident client community of services available to them and may assist in the delivery of services. Incumbents must be fluent in both the Spanish and English languages, providing interpretive and information services. Supervision is not a responsibility of this class.

### EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both Spanish and English;

Interprets program services to residents of the municipality, school district, or geographic area;

Distributes informational material to residents to describe what, where, and when program services are available to them;

Assists in scheduling appointments for clients to meet with program professionals;

Provides liaison services between clients and potential clients and other social agencies providing services for the client population;

Establishes and maintains contact with families of program participants, where appropriate;

Participates in arranging meetings and recruiting speakers to educate the community of program goals;

Participates in gathering community data to assess program effectiveness, increased or additional service needs, community resources, etc.;

Assists program staff with follow-up on cases;

May coordinate transportation and/or childcare services to assist clients in availing themselves of program services;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and data-base software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the community resources within the municipality/school district; good knowledge of the local community and community populations; familiarity with interview techniques; familiarity with local health and social agencies available to deal with problems in the area; familiarity with health, social problems and attitudes of the community; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write and converse fluently in the Spanish language at a level sufficient to pass a Spanish Language Proficiency test; ability to communicate effectively in English, both orally and in writing; ability to establish and follow oral and written instructions; ability to speak before groups effectively; emotional maturity; good judgement; tact; integrity; tolerance of differing points of view and beliefs; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and one year of work experience in health service, social service, community service, or in an educational (teaching, teaching assistant) capacity; or (b) five years of work experience including one year of specialized work experience as in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Where duties require the incumbent to outreach into the community via field work, possession of a valid operator's license appropriate to the vehicle to be operated at time of appointment and maintained throughout employment.

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.

Towns, Villages  
Cities of Rye & Peekskill  
School Districts  
J. C.: Competitive  
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Job Class Code: 0755  
Job Class Code: S375