

AFTERCARE WORKER – TRUANCY PREVENTION PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent receives referrals from the Program Manager and implements service plans formulated during assessment to assist youths and families with goal setting and family planning. The incumbent facilitates weekly family contact to foster independence, growth and development. The Aftercare Worker maintains case records and assists the Director in the day-to-day activities of the Truancy Center. Supervision over others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Receives referrals from Program Manager after youth and families have been assessed;
- Implements the service plan formulated by the Program Manager during assessment;
- Maintains close collaboration with the Truancy staff regarding case plans and the referral process;
- Assists youth families with goal setting and family planning;
- Supports youth and families in a manner that fosters independence, growth and development;
- Maintains consistent case records and case books and participates in monthly case record reviews;
- Facilitates weekly family contact through office visits and evening home visits;
- Participates in weekly case management meetings and individual supervisory meetings;
- Consistent communication with families, organizations and service providers for the purpose of coordination of service plans;
- Assists the Director with planning and implementation of daily activities in the Truancy Center;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of personal computers and office equipment;
- Good knowledge of community-based case management;
- Good knowledge of intake processes and referral processes;
- Working knowledge of the community's culture, assets, resources, challenges and barriers;

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- Excellent organizational and communication skills;
- Skill in community organizing;
- Skills in collaborative planning and development;
- Ability to work well with other community organizations, staff and the general public;
- Good judgment;
- Initiative;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in social work, counseling or related human services field and two (2) years of paid fulltime experience conducting case management activities in community-based programs.

NOTE:

Position may require Saturday, Sunday, and holiday hours and/or work assignments during the day, evening and nights.