

INTAKE SPECIALIST – TRUANCY PREVENTION PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: The incumbent, under the immediate supervision of the Program Administrator of Truancy Prevention, screens incoming cases, assists youth families with goal setting/family planning and maintains close working relationships with the Program Manager of Truancy Prevention. Supervision over others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Conducts youth intakes and family assessments;
- Assists youth families with goal setting and family planning;
- Supports youth and families in a manner that fosters independence, growth and development;
- Continuously maintains case records and inputs all intake information in program database;
- Maintains close working relationships with Truancy After Care Workers regarding case plans and referral process;
- Assists Administrator with planning and implementation of daily activities in the Truancy Center;
- 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;
- 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 community-based case management;
- Good knowledge of intake and referral processes;
- Good knowledge of personal computers and office equipment;
- Working knowledge of the community's culture, assets, resources, challenges and barriers;
- Excellent organizational and communication skills;
- Skill in community organizing;
- Skill in collaborative planning and development;
- Ability to work well with other community organizations, staff and the general public;

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- 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.

8/25/04