

SERVICES COORDINATOR (CASSET PROGRAM - ADULT LEARNING CENTER)
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Coordinates a variety of services in order to assist adult education students to gain the education and/or training needed to either secure employment or improve career opportunities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the program supervisor, this position plans for comprehensive services to meet the needs of adult education students who are either receiving one or more types of public assistance or are working in a low-paying job. Services include counseling and assessment, support services such as child care, transportation, referrals to appropriate agencies, and education and training including academic and vocational training. Supervision may be exercised over subordinate positions.

EXAMPLES OF WORK: (Illustrative Only)

Completes intake and assessment of student needs;

Plans for comprehensive services to meet student needs, including educational programming, child care, transportation and related services;

Coordinates and refers students to services available to meet their needs;

Monitors the progress of individuals prior to and after they secure employment to assure that services are appropriate and effective and that success is achieved;

Assists in developing Education Development Plans for CASSET clients;

Develops and maintains relationships with other agencies;

Meets and calls students frequently;

Functions in an advisory capacity to persons requesting information and assistance;

Assumes any additional duties and responsibilities as may be assigned by the Supervisor.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the techniques in determining services and arranging for such services; good knowledge of the basic purpose and location of community agencies; good knowledge of methods and techniques of interviewing and counseling for the purpose of determining job applicant skills and realistic occupational choice; working knowledge of social casework procedures; working knowledge of training programs; ability to establish good working relationships with adult education students, ability to deal effectively with community agencies; ability to communicate effectively both orally and in writing; good judgement; initiative; resourcefulness; patience, tact; physical condition commensurate with duties of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree in either Human Services, Social Work, Sociology, Psychology or a related field and 2 years experience working with the disadvantaged; or (b) an Associate Degree in any of the areas listed above and four (4) years experience as stated in (a).

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

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.