

FIELD SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves the training of participants in the employment and volunteer program in the Office for Aging. Incumbents supervise activities and coordinate assignments with staff in the host institutions. Work is performed under the general supervision with considerable leeway allowed for the exercise of independent judgement and discretion in the training and supervision of the participants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Recruits, selects, trains and supervises participants in employment and volunteer programs;
Recruits, selects and orients host agencies and employers;
Coordinates assignment of participants with appropriate duties and supervision in host institutions or with employers;
Assists in preparing program budget;
Provides continuing supervision and instruction of participants;
Coordinates activities of participants with objectives for the children as planned by the institutional staff;
Assists with the coordination of fund-raising and special events for the program;
Provides information on sources of assistance in employment and training and general support services;
Coordinates transportation of volunteers to and from host institutions with assistance of the Program Coordinator;
Evaluates performance of participants in consultation with appropriate institutional staff;
Maintains required records;
May develop and teach courses and workshops;
Operates a computer, camcorder, video cassette recorder and other audio visual equipment;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of community agencies, facilities and services;
Ability to plan and supervise the work of others;
Ability to communicate clearly and effectively, both orally and in writing;
Ability to interview and make accurate assessments of the needs of participants, host agency staff, employers;
Initiative;
Resourcefulness;
Tact;
Courtesy;
Compassion;
Patience;
Physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social work, *human services or a closely related field; OR
- B) Four (4) years of experience in social work, *human services, a work placement related field or a closely related field; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and (B) above.

SPECIAL REQUIREMENT: Possession of an appropriate level driver's license at the time of appointment.

* Human Services experience is that which is involved in the direct delivery of social, economic or emotional support services to people who are having difficulty coping with the pressures and strains of modern life. The experience requires judgment on the part of the individual in dealing with or responding to the client. Teaching experience is not considered human service experience.