

FIELD SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position may work in either the Foster Grandparent Program or the Nutrition and Health/Wellness Program. The work in the Foster Grandparent Program involves providing training and support to program participants and supervising and coordinating volunteer assignments with the staff in the individual school districts, day care centers and Headstart Programs (host agencies). The Field Supervisor in the Nutrition Health/Wellness program provides support and monitors provision of programs in the local senior centers and provides required support to the Nutrition Health/Wellness program. Work is performed under the general supervision of a higher-level supervisor with considerable leeway allowed for the exercise of independent judgment and discretion in monitoring the program and/or participants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Foster Grandparent Program:

Recruits, selects, trains and supervises program participants;
Recruits, selects and orients host agencies and employers;
Coordinates assignment of participants with appropriate duties and supervision in host agencies;
Coordinates activities of participants with objectives for the children as planned by the agency staff;
Coordinates activities of participants to meet program, participants, and host agency objectives;
Coordinates transportation of volunteers to and from host agencies;
Assists with the coordination of fund raising and special events for the program;
Reviews documents for accuracy, completeness, processes and conformity with established procedures and makes appropriate determinations;
Provides information on sources of assistance in employment and training and general support services;
Evaluates performance of participants in consultation with appropriate agency staff;
Performs data entry, and maintains a variety of required records and reports;
May develop and teach courses and workshops;
Operates a computer, camcorder and other audio visual equipment;
May conduct quality assurance checks of program delivery at host sites.

Nutrition and Health/Wellness Program:

Coordinates program activities to meet the needs of older adults;
Attends and participates in unit meetings;
Attends and takes minutes for the congregate meal sites meetings;
Creates program materials such as menus, newsletters/gazette,
flyer and other materials as assigned by supervisor;
Writes nutrition articles pertinent to the program;
Assists with the coordination of fund raising and special events;
Reviews documents for accuracy, completeness, and conformity with
established procedures and processes and makes appropriate
determinations;
Performs data entry, and maintains a variety of required records
and reports;
Has responsibility for the ordering and distributing of supplies;
May develop and teach courses and workshops;
May conduct quality assurance checks or program deliveries at
senior centers;
Acts as the back-up for Senior Center Site Supervisors in their
absence;
Drives for Meals on Wheels when needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of community agencies, facilities and services;
Ability to plan and monitor the work of others;
Ability to work a personal computer;
Ability to communicate clearly and effectively, both orally and
in writing;
Ability to interview and make accurate assessments of the needs
of center, participants, host agency staff, and employers;
Initiative;
Resourcefulness;
Tact;
Courtesy;
Compassion;
Patience.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in public administration, human services, sociology, gerontology or closely related field; OR

- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and two years experience in community organization* or human services*; OR
- C) Graduation from high school or possession of an equivalency diploma and four years of experience in community organization* or human services*; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) or C) above.

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

SPECIAL REQUIREMENT WHEN WORKING AS A FIELD SUPERVISOR IN THE FOSTER GRANDPARENT PROGRAM: A complete background check is required by the Federal Program AmeriCorps.

*-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.

*-Community Organization-an accepted field of social work practice which involves a change agent (the community organizer) and a social system (a community). The priorities, the location of the appropriate resources, and the taking of action by the community with respect to the particular constellation of needs, resources, and priorities.