

COMMUNITY LIAISON AIDE (SOCIAL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized community outreach work involving responsibility for providing basic information to individuals and community groups in order to promote awareness in the community about the Rockland County Adult Home. The work is performed under the direction of the Supervisor, Adult Home. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides basic information to individuals, social workers, senior citizen clubs and community groups in order to promote awareness of the service available at the Rockland County Adult Home;

Escorts visitors and answers general questions relating to the Adult Home;

Provides input for the development of press releases and informational brochures explaining the service of the Adult Home and may prepare same, as directed;

Answers routine questions regarding informational material relating to the Adult Home;

May represent the Adult Home at community meetings, forums, as required;

May maintain basic records relative to recruitment and outreach for the Rockland County Adult Home.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of community resources and organizations; ability to establish and maintain cooperative relations with others; ability to understand and carry out oral and written directions; ability to maintain basic records.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and six (6) months of full-time paid work experience involving interaction with the public.

SPECIAL REQUIREMENT: A valid drivers' license or accessibility to transportation to meet field work requirements.