

MAJOR FUNCTION

This is skilled work participating and conducting an after school enrichment program at a Service Center. Work is performed under the general supervision of an administrative supervisor. The work is reviewed through conferences, reports, observations and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Conducts remedial academic instructions and homework supervision. Creates and assigns individualized homework to accelerate achievement in public school classes. Counsels with parents regarding proper supervision of their children and proper home teaching techniques. Counsels children about at-risk factors regarding single-parent homes, violence and drugs in the home, violence on the streets, conflict resolution, suicide, rape, shoplifting, grooming, nutrition/hygiene and early childhood pregnancy; citizenship instruction including the plans to vote, jury duty, etc. Conducts ongoing needs assessments of clients involving information and referral to other human services programs for additional needed services for children and their families. Provides casework coordination with the human services consortiums. Conducts follow-up impact assessments regarding the services provided and modifies services as needed. Performs related work as required.

Other Important Duties

May plan, coordinate and direct the activities of other staff members that may be volunteers. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the principles and practices of social work, counseling and community resources. Knowledge of available human services and cultural differences. Ability to counsel school children and parents. Ability to communicate effectively both orally and in writing. Ability to analyze facts and exercise sound judgment in arriving at conclusions. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experiences

Possession of a bachelor's degree in business or public administration, education, sociology, social work, physical education, psychology, or a related field; or an equivalent combination of training or experience.

Established: 12-30-94
Revised: 04-16-04*
01-25-11*