

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** Assistant Director of Community Social Services (Kiryas Joel)

**TITLE #: 1821**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for providing assistance to Village residents in matters related to social services and employment/career services. The incumbent administers employment and training programs and activities and refers residents to appropriate support services. Work is performed under the general direction of the Director of Community Social Services (Kiryas Joel) and/or the Village Clerk with leeway allowed for independent judgement in carrying out the details of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Oversees the welfare to work program;

Provides career development counseling and resume writing assistance;

Organize job training classes;

Communicates with colleges, business schools and private employers regarding job training and opportunities for residents;

Interviews, assesses and refers residents to appropriate job openings or training programs;

Refers residents to appropriate support services;

Maintains program records and statistics and completes reports as required.

**REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of federal, state and local social service rules and regulations; good knowledge of employment and training programs and skills assessment criteria; good knowledge of local employers and job opportunities; working knowledge of local social service agencies and their eligibility requirements; ability to counsel effectively; good powers of observation and analysis; ability to demonstrate a working proficiency in the Yiddish language; human relations skills; empathy; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Completion of 60 credits hours from a regionally accredited or NYS approved college or university; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in the provision of social service or employment and training programs; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

**NOTE:** Proficiency in the Yiddish language will be evaluated during the probation period.

**Jurisdictional Classification:** Competitive

DRAFT: 6/6/00

ADOPTED: 12/4/02 MF