

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

CLASS TITLE: Director of Community Social Services (Kiryas Joel) **TITLE #: 1822**

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for providing guidance to residents of the Village of Kiryas Joel in social service related matters. The work involves acting as a liaison with Federal, State and local social service and immigration agencies. Work is performed under the general direction of the Village Clerk and Village Board and requires the frequent exercise of independent judgement in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides information on immigration regulations and procedures to Village residents;

Provides translation and assistance with completing government forms including passport and immigration forms;

Acts as liaison with Federal, State and local social service agencies;

Advocates and translates at hearings for non-English speaking community members;

Manages the food pantry program for those in need of assistance;

Enrolls families with children in the Child Health Plus program;

Performs other duties as assigned by the Village Clerk.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of U.S. immigration laws; good knowledge of federal, state and local social service rules and regulations; good knowledge of local social service agencies and their eligibility requirements; ability to meet and deal with people in an efficient and tactful manner; ability to establish and maintain cooperative relationships with social service agencies; ability to demonstrate a working proficiency in the Yiddish language; tact; courtesy; empathy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(A) Completion of 60 credits at a regionally accredited or New York State approved college or university and one (1) year of paid work experience in a social service agency or community or civic organization responsible for programs providing assistance to members of the community; OR

(B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as outlined in (A) above; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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

JURISDICTIONAL CLASSIFICATION: Competitive

DRAFT: 3/21/00

ADOPTED: 12/4/02