

FIELD SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves the training of participants in various programs in the Office for Aging. Incumbents supervise activities and coordinate assignments with staff in the host agencies and senior centers. 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 the training and supervision of participants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Recruits, selects, trains and supervises participants and volunteers in senior centers and volunteer programs;
Recruits, selects and orients host agencies and employers;
Coordinates assignment of participants with appropriate duties and supervision in host agencies and senior centers;
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;
Maintains 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 senior centers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of community agencies, facilities and services;
Ability to plan and supervise the work of others;
Ability to communicate clearly and effectively, both orally and in writing;
Ability to interview and make accurate assessments of the needs of participants, host agency staff, employers;
Initiative;

Resourcefulness;
Tact;
Courtesy;
Compassion;
Patience.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college with a Bachelor 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 Degree and two years experience in community organization* or human services*; OR
- C) Graduation for 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) and (B) above.

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

*-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.