JOB DESCRIPTION

JOB TITLE: Social Services Assistant: Community Connections

Job Family: Clerical/Secretarial Services

Range: 11

Job Purpose Statement/s: The job of "Social Services Assistant: Community Connections Program" is done for the purpose/s of assisting Community Connections Program Director/Case Manager and Family Advocate with clerical duties associated with the Community Connections Program including case management process, staff training and in-service, scheduling meetings, and data collection process. Incumbents maintain close cooperation and communication with site principals, teachers, agencies and parents to effectively provide social service links to the needed community service.

Essential Job Functions:

* **Maintains** confidentiality of all records, reports and comments.
* **Promotes** and assists family literacy activities.
* **Follows** all State, County and local guidelines.
* **Assists** in establishing networks and collaboration with community agencies to promote community connections in the community.
* **Assists** in updating the local Community Resource Directory.
* **Assists** in keeping all Community Connections forms and records up to date and accurate.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Some experience working with the public desirable.
* **Skills, Knowledge and/or Abilities Required**:

  Skills: Typing/keyboarding accurately at a rate of 30 words per minute. Communication and organizational skills; knowledge of community resources. Bilingual skills highly desirable.

  Knowledge of public relations and recruitment strategy; diverse economic and social backgrounds to family and community.

  Abilities to understand oral and written instructions; maintain effective personal relationships with community members, parents, teachers and school administration. Make home visits when necessary; attend meetings at the local and county level; prepare and/or present reports.
* **Education Required:** High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. CPR-Child First Aide. Successful completion of District Proficiency Test. Possession of a valid California Driver's License.