

## **CASEWORKER/INTERVENTION SPECIALIST**

*Community Education and Development*

**This is a temporary, specially funded position subject to annual renewal of funding.**

**OVERVIEW:** *Under the direct supervision of the Director, Special Programs and Basic Skills, performs functions related to the CalWORKS Project by assisting and referring eligible participating students to the appropriate Community Education Specialist.*

### **EXAMPLES OF DUTIES:**

- *Prescreens and determines necessary intervention needs for participating CalWorks students.*
- *Documents and records participants' progress through intervention process.*
- *Maintains accurate and complete files on each participant.*
- *Identifies and documents barriers to employment as defined by CalWorks regulations.*
- *Compiles information and prepares reports for each funding agency.*
- *Acts as a liaison with community, county, state and federal agencies.*
- *Determines referrals to other resources.*

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- *Principles and practices of human resources management.*
- *Principles and techniques of interviewing.*
- *Modern office practices, procedures and methods.*

#### **Ability to:**

- *Work effectively with a diverse student population.*
- *Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.*
- *Acts as member of an interdisciplinary team.*
- *Make decisions using independent judgment.*
- *Understand and carry out oral and written instructions.*
- *Understand, interpret and apply policies, rules and regulations of office and/or program.*
- *Identify student needs and make appropriate referrals.*
- *Maintain complex and varied files and records performing case management practices.*
- *Assemble diverse data.*
- *Meet schedules and time lines.*
- *Prepare reports, correspondence and related materials.*

#### **Education and Experience:**

*Any combination of academic course work in education, social service programs, psychology and human relations and one year of responsible experience in a related area. Bachelor's degree in Human Services or related field preferred.*