

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

**Class Title: Community Assessment Team Coordinator**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Coordinates mandated and targeted services provided for in the Comprehensive Services Act for At-Risk Youth and Families (CSA). Coordinates and monitors activities of Community Assessment Teams to ensure compliance with applicable federal, state, and local guidelines.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Coordinates, reviews, and monitors mandated and targeted services provided within the Comprehensive Services Act for at-risk youth and families.
2	S	Coordinates and monitors activities and recommendations of multiple Community Assessment Teams for presentation to the Recommendation Review Board; monitors team development and case agendas to Community Assessment Teams; directs case management in accordance with applicable policies and procedures; implements a quality assurance system; researches identified service gaps and explores alternatives for the creation of additional resources.
3	S	Assists the Norfolk Interagency Consortium Administrator in planning, administering, and monitoring collaborative services provided to youth and families at risk; acts as a liaison between applicable program administrators, assessment personnel, and review boards.
4	S	Compiles, computerizes, and analyzes data for the preparation and presentation of statistical and narrative reports on program activities for applicable groups and individuals.
5	S	Identifies training needs for Community Assessment Teams; develops and implements training plans for team members, with a focus on the relationships among NIC program components, availability of services and strategies for developing long-term recommendations; schedules and coordinates team training, including parental attendance logistics; provides training to meet identified needs, either directly or through referral.
6	S	May assist the NIC Administrator in determining and interpreting program goals, objectives, capabilities, and needs for the governing board, human services boards and commissions, state and local government officials, professional organizations, the media, and citizen and client groups.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in social services. Knowledge is normally acquired through four years of college resulting in a Bachelor’s degree or equivalent.
Experience	Three years of progressively responsible experience in a human services field.
Certifications and Other Requirements	Valid Driver’s License may be required depending on assignment.
Reading	Work requires the ability to read manuals, medical dictionaries, case studies, education plans, medical and psychological reports, case records and general correspondence
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write court reports, home studies, evaluations, letters, committee reports, presentations and general correspondence.
Managerial	Managerial responsibilities include coordinating program functions and directing staff work performance.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing and scheduling work.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works addition, works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Visiting client sites, in court
Sitting	F	Desk work, driving, meetings
Walking	F	To and from client sites, to other offices
Lifting	O	Supplies, files and equipment
Carrying	O	Supplies, files and equipment
Pushing/Pulling	O	File drawers
Reaching	F	Office supplies, telephone
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, writing, telephone pad
Kneeling	O	Assisting clients and children
Crouching	O	Assisting clients and children
Crawling	N	
Bending	O	Assisting clients and children
Twisting	O	Assisting clients and children
Climbing	O	Stairs
Balancing	O	Stairs
Vision	C	Reading, computer monitor, driving
Hearing	C	Communicating with personnel and clients, on telephone
Talking	C	Communicating with personnel and clients, on telephone
Foot Controls	O	Driving
Other (specify)		

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, QuickBooks

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	R
Other	