

**CLASS TITLE: SENIOR COMMUNITY PROGRAM
LIAISON WORKER**

**Class Code: 02798500
Pay Grade: 22A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To provide complex monitoring and/or assistance to local agencies and groups participating in state health, social service, and/or advocacy programs regarding federal and state regulations and procedural requirements, legislative issues and community needs and resources; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior with latitude for the exercise of initiative and independent judgement; work is usually reviewed upon completion for conformance to policies, rules and regulations.

SUPERVISION EXERCISED: As required, may supervise the work of technical and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide complex monitoring and/or assistance to local agencies and groups participating in state health, social service, and/or advocacy programs regarding federal and state regulations and procedural requirements, legislative issues and community needs and resources.

To promote coordination between local agencies participating in health promotion, health care, employment and/or other social programs.

To provide training and technical assistance to local agency staff and to local community groups.

To interview clients as appropriate, and assist such clients in identifying and receiving appropriate services.

To maintain an effective liaison with community agencies and with appropriate professional and lay groups in order to promote the goals of programs for all eligible citizens and to obtain public reactions and responses to programs and services.

To be responsible for programs and evaluating their effectiveness in meeting goals, and in decreasing health hazards, economic need, and other social problems in the target population.

To prepare complex reports and statistical documents noting deficiencies or discrepancies in the area of program standards and/or effectiveness.

To be responsible for assisting local agencies and organizations in developing effective utilization of resources throughout the state.

To provide services or assist others in providing services in the areas of health care, health promotion, employment, community organization and/or advocacy, community care or other social issues.

To facilitate and maintain client groups for support, therapy, and/or education and training.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of state and federal laws and regulations relative to the particular community program area of assignment and the ability to interpret such laws, rules and regulations; a thorough knowledge and a sound understanding of social and human relationships, problems and needs in dealing with elderly and/or economically disadvantaged persons; the ability to review and evaluate the various programs for effectiveness and efficiency and to make recommendations to improve services when appropriate; the ability to understand and interpret community

programs and the ability to apply this knowledge; the ability to prepare complex reports containing findings, analyses, conclusions and recommendations; the ability to establish and maintain effective working relationships with officials of community service programs and assist them by providing advice and guidance; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing;
and

Experience: Such as may have been gained through: considerable employment in a responsible position in the field of health care or social services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 26, 1987

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