

- E. Records and Reports - Establish and maintain required confidential documentation on families served, including electronic and paper records. Prepare and submit reports, including time sheets, travel records, etc., as required by the agency and the supervisor. Maintain client information in the strictest confidence.
- F. Community Involvement and Assessment - Active involvement in at least one civic, educational, or service group. Facilitate meetings of quarterly county needs assessment advisory group.
- H. Professional Development Training - Actively pursue educational and professional development training as indentified by the agency and supervisor.
- I. Fiscal and Local Share – In cooperation with other staff, carry out general office operations, including obtaining necessary supplies and materials and maintaining agency property. Secure resources to meet local share requirements of federal grants.
- G. Agency and Funding Source Policies – Adhere to all agency policies (including personnel, fiscal, planning, etc.) and comply with funding source requirements.
- H. Other duties as assigned.

6. **KNOWLEDGE, SKILLS, AND ABILITIES:**

- A. Knowledge of social service theory, methods, and practices.
- B. Knowledge of basic techniques of interviewing, utilizing standard agency forms.
- C. Knowledge of eligibility requirements in various agency and community programs.
- D. Knowledge of all social and health resources in the community and ability to make effective referrals to such resources.
- E. Knowledge of problems of poverty in the community.
- F. Ability to develop a trust relationship with low-income community residents.
- G. Knowledge of the purpose, goals, mission, policies and procedures, and resources of the agency.
- H. Demographic and geographic knowledge of the county.
- I. Knowledge of the Community Services Block Grant Act of 1981 and the agency plan for implementation.
- J. Ability to work effectively with local community agencies and individuals.
- K. Ability to handle sensitive agency participant information in a confidential manner.

- L. Ability to follow written and oral instructions.
- M. Ability to read and write at a level sufficient to record observations and family information.
- N. Ability to lift and carry approximately 40 lbs.
- O. Possession of a valid, current Missouri driver's license.

REVIEW: 1/30/12