

## COMMUNITY SERVICES CONSULTANT

### NATURE OF WORK:

This is consultative and promotional work in developing community resources and underprivileged groups.

Employees initiate cooperative arrangements with family agencies, community health programs and other local organizations to assure that existing resources are made available to the mentally ill, the physically ill and handicapped, public assistance recipients and other low-income groups. Work involves contacts with community leaders in welfare, public health, mental health, education, and other community organizations to enlist their support and cooperation in program activities. Work is reviewed and evaluated through reports and conferences in terms of compliance with instructions, policies, and regulations, and the development of effective public relations.

### ILLUSTRATIVE EXAMPLES OF WORK:

Stimulates community planning through local and state organizations to coordinate community activities.

Serves as a liaison with private community service agencies and assists in planning for comprehensive programs of services in the community.

Advises field personnel of problem situations in specific localities.

Organizes and supervises programs for volunteers for the benefit of assistance recipients, other low-income persons, the mentally ill, and the physically ill or handicapped.

Conducts special studies to determine the needs of children and families and the type of community organizations which could be utilized in meeting these needs.

Participates in informational and educational programs in order to bring the needs to the attention of the community.

Prepares monthly activity reports and special reports as needed or requested.

Performs related work as required.

### KNOWLEDGES, SKILLS, AND ABILITIES:

Considerable knowledge of community resources and services available to public assistance recipients, other low-income persons, and the mentally and physically ill.

Considerable knowledge of methods and techniques in disseminating information to the public and facilities and media available.

Ability to organize and direct the activities of local committees for the development and promotion of community educational programs.

Ability to establish and maintain favorable working relationships with the community groups, local welfare, public and mental health personnel and the general public.

Ability to plan and conduct social surveys.

Ability to express oneself clearly and effectively in oral and written form.

### ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation from a four-year college or university and three years experience in a community, business, or government program, preferable in the fields of education, social work, public health, or public relations; or an equivalent combination of training and experience.