

## CHILD ASSISTANCE PROGRAM COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for coordinating the activities of the Child Assistance Program. The work is performed under the general supervision of the Commissioner of Social Services or a designed agency Director. The employee is allowed wide leeway for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over unit employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Develops long term and immediate unit plans and goals;

May establish unit policies and procedures within general limits as defined by the department;

Interprets laws, rules and regulations as they related to the Child Assistance Program;

Disseminates CAP information to other areas and divisions within the department;

Prepares reports on unit activities as required by the Commissioner, Director or New York State Department of Social Services;

Conducts regular staff meetings to explain plans, policies and procedures and to hear staff concerns;

Reviews staff performance and recommends personnel action based thereon;

Schedules unit personnel to perform individual and/ or group assignments;

Makes public relations speeches to the general public in reference to CAP as necessary;

Responsible for the Outreach activities associated with CAP;

Assists in the preparation of the unit's annual budget.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the laws, rules, regulations and agency policies pertaining to public assistance programs, day care programs, employment and training programs, and child support enforcement activities; ability to distinguish differences in programs in order to have clients take advantage of the best services as they apply to individual circumstances; ability to make sound decisions; ability to supervise the work of others; ability to read and interpret complex written material such as laws, rules and regulations; ability to prepare written material; ability to deal effectively with others; initiative; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a bachelor's degree and three (3) years of full-time paid experience in examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, at least two of which has been in a supervisory capacity; **OR**
- B. Possession of an associate's degree and five (5) years of full-time paid experience in examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, at least two of which has been in a supervisory capacity.

ULSTER COUNTY  
1240 CAP COORD  
Classification: Competitive  
Grade: 14  
Union: CSEA

Adopted: November 22, 1988