

COMMUNITY CORRECTIONS AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing unskilled assistance in the provision of services for the Community Corrections Program. Work is carried out in accordance with the policies and procedures established for the program, and involves the performance of a variety of miscellaneous tasks related to the delivery of services. Work is performed under the direct supervision of a higher level employee. 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.

Performs specific assignments related to assisting program participants in such areas as program attendance, recreation, transportation;

Assists participants in completing necessary forms;

Gathers routine data;

Performs clerical tasks (i.e.: filing, distributing mail, etc.);

Transports program participants;

Witnesses clients providing urine specimens for laboratory analysis;

Tests urine with approved laboratory analysis kit following prescribed protocols;

Observes universal safety precautions in handling body fluids;

Prepares and maintains simple, but confidential records;

May assist in monitoring participant attendance in programming;

May assist at mealtime;

May assist in introducing participants to the facility and the program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to understand and follow instructions; ability to read and write English; sensitivity to the reactions of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

Special Requirement: Possession of a valid New York State Driver License is required for most assignments.

ULSTER COUNTY
1471 CC AIDE
Classification: Non-Competitive
Grade: 1
Union: CSEA

Adopted: September 20, 1991
Revised: June 15, 1994
Revised: March 10, 1997