

WRAPAROUND CASE WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising approximately 25 children, grades K through 5, in an after school program administered by BOCES Special and Alternative Education Division. Incumbents are responsible for providing supervision and guidance to participants during youth activities either individually or in-groups. The work involves responsibility for assisting in organizing youth activities while maintaining a safe and healthy social and educational environment. The work is performed under the supervision of the Program Coordinator. An incumbent is required to exercise independent judgment when necessary. Supervision is not normally exercised over the work of others.

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.

Plans, implements and supervises all activities of the children;

Maintains a safe and healthy environment during program activities;

Follows lesson plans and activities prepared by the Program Coordinator;

Assists children with homework and other recreational activities;

Helps develop a child's socialization skills;

Maintains a log relating to the children and their activities;

Helps with set up and clean up of program activities;

Assists the classroom teacher, principal or crisis worker in the management of the children's behavior.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the individual and group needs of young children in a structured setting; ability to establish good relationships with children and others; ability to maintain order in a day care setting; patience and tolerance; positive attitude; tact and courtesy; reliability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience of working with children.

ULSTER COUNTY
7903 WRAP CSWKR
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Adopted: September 26, 2003