

## **CHILD ASSISTANCE PROGRAM (CAP) COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position is responsible for planning, implementing, coordinating, supervising, and monitoring the operation of the Child Assistance Program (CAP) in the Social Services Department. CAP is a funded alternative program in which Aid to Dependent Children (ADC) recipients receive additional assistance toward the goal of economic self-sufficiency. Supervision is exercised over the unit's professional and clerical staff. The work is performed under the general supervision of the Deputy Commissioner of Social Services with a wide leeway for the exercise of independent judgement. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Interprets Federal, State and local policies as they relate to the guidelines for and operation of CAP;  
Develops immediate and long term plans and goals of the CAP unit;  
Establishes and maintains unit policies and procedures within general limits as defined by the department;  
Maintains cooperative relationships with other units of the department through administrative channels;  
Trains unit staff relative to the requirements, operation, and goals of CAP;  
Provides CAP information to general public;  
Handles complaints and concerns relating to CAP which cannot be resolved at lower levels;  
Prepares reports on unit activities as required by both state and local social services;  
Responsible for the Outreach activities associated with CAP;  
Prepares and monitors the unit's grant budget;  
Attends various CAP related meetings and conferences;  
Evaluates unit staff performance both individually and as a whole and recommends personnel action;

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of Federal, State and local social service laws and programs as they relate to CAP;  
Good knowledge of the operation, policies and procedures of the Social Service's Department;  
Ability to read and interpret moderately complex written material such as laws, rules and regulations;  
Ability to effectively present information about the program's content;  
Ability to establish and maintain effective working relationships;  
Ability to plan, coordinate and supervise the work of others;  
Ability to orally express oneself clearly and concisely;  
Ability to prepare detailed reports;  
Ability to analyze and interpret data;

Ability to operate a computer terminal;  
Good judgement;  
Initiative;  
Courtesy;  
Tact;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State college or university with a bachelor's degree in social work, social services, human services, or a closely related field and 2 years full time professional experience or its part-time equivalent in planning, directing or evaluating a social services or human services program with a public or private sector social services or human services agency, 2 years of which must have been in a supervisory capacity; OR
- B) Graduation from a regionally accredited or New York State college or university with an Associate's degree in social work, social services, human services, or a closely related field and 4 years full time professional experience or its part-time equivalent in planning, directing or evaluating a social services or human services program with a public or private sector social services or human services agency, 2 years of which must have been in a supervisory capacity; or
- C) Any equivalent combination or training and experience as defined by the limits of A) and B) above.