

TEEN PARENTING PROGRAM WORKER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of para professional duties in support of activities of a Teenage Parenting Program. Incumbents may be responsible for activities such as outreach, information and referral duties. Work is performed under general supervision with some leeway for independently performing many of the duties of the position.

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.*

Engages in activities in support of the Teen Parenting Program;

Works directly with teenage parents to help meet needs;

Makes home visits in response to requests of program participants and reports needs to supervisory staff;

Distributes and relates information about resources and services available for teenage parents in the community;

Assists in obtaining services for individual persons

Assists program participants in applying for social services or other human services programs.

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

TERISTICS: Good knowledge of geographic area served by the office for the Teen Parenting Program; working knowledge of programs and services available through the Teen Parenting Program and other human service providers; working knowledge of the social and health needs of teenage parents and children; ability to communicate with program participants; and empathy in handling sensitive human problems.

TEEN PARENTING PROGRAM WORKER

Page 2

MINIMUM QUALIFICATIONS: Either:

(A) Possession of an Associate's Degree; or

(B) Two (2) years of experience involving interviewing and/or interacting with people in providing human services; or

(C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.