

City of Dallas
Classification Specification

Title:	Community Service Worker	Class Code:	26027
Application:	Career Series	Pay Grade:	B
Supplemental/Code:	Paraprofessional/6	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose

Assists social worker and recreation center manager with senior citizen programs with implementation of recreational programs, home visits, and needs assessments to ensure assistance is available for area senior citizens.

Essential Functions

1. Provides transportation services to and from recreation center for area senior citizens to facilitate attendance to programs of interest.
2. Assists social workers with home visits to evaluate senior citizens' living conditions, assess needs, and identify sources for assistance.
3. Supervises and instructs senior citizens with arts and crafts activities to ensure implementation of programs.
4. Assists senior citizens with filling out forms for different types of assistance and any billing inquiries.
5. Provides transportation for senior citizens to grocery stores, field trips, and doctors office to facilitate shopping needs, medical care, and attendance to program activities.
6. Plans and develops monthly calendar of activities for senior citizens to ensure availability of program materials and equipment and promote activities throughout the center area.
7. Monitors program's participation by documenting and developing attendance reports to ensure programs of interest are offered.
8. Assists center manager with special event activities by attending organizational meeting to obtain and disseminate event information necessary for event planning.
9. Performs other duties as assigned.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Basic knowledge of senior citizen needs and concerns of disadvantaged persons.

Knowledge of arts and crafts adult instruction techniques.

Thorough knowledge of recreational programs and service agencies.

Thorough knowledge of center's geographic area.

Ability to drive van to transport citizens.

Ability to encourage and motivate community residents to participate in services provided by recreation centers.

Ability to plan and execute activities for senior citizens.

Ability to communicate effectively and diplomatically, both orally and in writing.

Ability to understand the needs, problems, and attitudes of senior citizens or disadvantaged persons and their environment.

Must have Texas Drivers License Class "C".

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Exposed to all weather conditions and traffic hazards when transporting citizens.

Subject to unsanitary conditions when conducting home visits.

Subject to hazards of firing kiln, and lifting molds.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.