

CALIFORNIA HUMAN DEVELOPMENT

a private, non-profit community based human services agency with a wide range of programs and services throughout northern California for families and individuals who seek greater self-sufficiency and improved lives.

"Creating Opportunities"

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PROGRAM/DEPARTMENT: Farmworker Services LOCATION: Napa, CA	CHD is committed to implementation of an Affirmative action Policy and the Americans with Disabilities Policy in its recruitment, selection, and placement of all personnel. CHD is an Equal Opportunity Employer		
JOB DESCRIPTION TITLE: Family Development Specialist (Office Manager)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">POSITION STATUS: Regular / Full-Time</td> <td style="width: 50%;">FLSA STATUS: Exempt</td> </tr> </table>	POSITION STATUS: Regular / Full-Time	FLSA STATUS: Exempt
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SALARY: Grade 8	PROGRAM HOURS: 8:00 A.M. – 5:00 P.M.		

PROGRAM DESCRIPTION: (see Uniform Program Descriptions)

SUMMARY:

Manages, direct, and evaluates CHD 's programs related to recruitment, development and Administration of Farm worker Services Program WIA 167 in the Napa County area by providing a variety of services to the community of farm workers.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

Under the **supervision of the Program Director, and as assigned by** the West Sacramento office, the Family Development Specialist is responsible for the effective planning and delivery of all farm worker's program services in the Napa County area that includes the following:

- A) Relates CHD programs to potential candidates. Performs social services and motivates farm workers to become independent through education by taking intakes of applicants, coordinates work flow to the central office, training in vocational facilities, supportive services, etc.
- B) Prepares strategic plan to outreach farm workers with short-range goals to meet funding objectives.
- C) Leads, evaluates and manages development staff.
- D) Establishes systems and procedures for outreaching.
- E) Attend to other organizations with similar goals to interchange ideas and to offer services.
- F) Exercises judgment within defined practices and policies.
- G) Selects appropriate methods and techniques for recruiting.
- H) Exercises strong interpersonal and communication skills with the ability to be responsive and persuasive with farm workers.

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE SKILLS:

- A) Ability to read, analyze, and interpret general service contracts or governmental regulations in English.
- B) Ability to communicate effectively verbally and in writing.
- C) Bilingual English/Spanish required.

MATHEMATICAL SKILLS:

- A) Ability to add, subtracts, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- B) Ability to compute rate, ratio, and percent.
- C) Ability to draw and interpret bar graphs.

REASONING ABILITY:

- A) Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- B) Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- C) Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- D) Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E) Ability to use effective judgment in crisis situations.
- F) Ability to solve problems and resolve conflicts effectively.
- G) Should be one of caring and concern for other employees and clients served.
- H) Should build lasting relationships with both, giving them confidence in your skills and ability.
- I) Ability to maintain own psychological well-being.
- J) Ability to recognize and manage personal bias.

SUPERVISORY RESPONSIBILITIES:

- A) Supervises one employee.
- B) Is responsible for the overall direction, coordination, and evaluation of these units.
- C) Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- D) Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

WORKING CONDITIONS:

A) **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires:

Frequently:	Sitting, Walking, Seeing, Hearing, Speaking
Occasionally:	Standing, Carrying
Seldom:	Bending, Stooping, Lift approximately 25 lbs, Squatting, Kneeling

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

B) **WORK ENVIRONMENT:**

This is a fast paced environment and the noise level is usually moderate.

QUALIFICATIONS:

A) **EDUCATION:** Bachelor's Degree and/or Certificate in personnel management

B) **EXPERIENCE:** Two to four years related experience and/or training; or equivalent combination of education and experience..

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid California Driver's License.

Proof of insurance on personal automobile.

DMV printout of driving record.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

Employee's Signature Date

Supervisor's Signature Date