



Native American Community Services of Erie & Niagara Counties, Inc.

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www.nacswny.org

Michael N. Martin

POSITION AVAILABLE

Equal Opportunity Employer

Posting Date: May 2017
Position: Community Service Worker
Type: Hourly / Casual (as needed) / Non-exempt
Hours: As needed
Salary: \$13.50 hourly
Office: Erie and Niagara Counties

Summary

The Community Service Worker partners with caseworkers and families to design, plan, and implement positive educational, recreational, and social activities for clients. They help clients achieve the activities of daily living. They may assist with managing health care, managing finances, obtaining and using transportation, or securing medical appointments, among other tasks.

Duties / Tasks

☐ Covered Services

- Skill Building
- Hourly Respite
- Teacher Aide
- Parent Aide
- Mentoring
- Recreation
- Group Recreation

- Family Support
- Rise & Shine
- Tutoring
- Behavior Management Services
- Vendor Transportation

☐ Complete any paperwork and reports on time

*Qualifications:

- HS diploma / GED / TASC
- Computer savvy
- 3Es: empathetic, encouraging, and enthusiastic
- Client-centered attitude
- Flexibility, poise, tact, and ability to establish rapport w/ individuals of various backgrounds
- Effective problem solving, organizational, and time management skills
- Able to abide by a smoke-free policy

- Capable of lifting at least 35 lbs.
- Clean valid NYS driver's license w/ own reliable vehicle with 100 / 300k liability coverage
- Acceptable outcome of background investigations
- Medical clearance & validation of current TB inoculation
- *All hires at the discretion of the Executive Director

For Consideration:

Send Cover & Resume (BOTH required)

Email (only): ccaelder@nacswny.org

Subject: **CSW2017**