

HELP ME GROW SUPPORT WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is a position that supports the Help Me Grow initiative by assisting families with young children un accessing early childhood screenings, referrals, and community resources. This position helps facilitate outreach, provides basic care coordination and assists with community engagement. The work is performed under the general supervision of the Help Me Grow Coordinator and the Director of Public Health. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists families in completing developmental screenings;
- Assists in coordinating referrals to local programs and services based on the needs of the family;
- Supports families seeking information or services either by phone or in person;
- Attends community outreach events to promote the Help Me Grow Initiative and distributes educational materials;
- Maintains accurate records of family contacts, screenings, referrals, and outcomes using data systems;
- Assists the Help Me Grow Coordinator in organizing trainings, meetings, and community activities;
- May participate in trainings and professional development as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PEROSNAL CHARACTERISTICS: Good knowledge of developmental screening tools; good knowledge of community resources and referral processes; ability to establish and maintain working relationships with families and community organizations; ability to communicate both orally and in writing; ability to maintain accurate records; ability to get along with others; tact, courtesy, resourcefulness, reliability, and good judgement; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

Either –

(A) Graduation from a regionally accredited or New York State registered college with an Associates Degree in Human Services, Early Childhood Education, Psychology, or a related field;

OR (B) Graduation from high school or a high school equivalency diploma and two (2) years of paid experience working with children and/or families in a community setting.

SPECIAL REQUIREMENT: Must possess a valid New York State Drivers License at the time of appointment and maintain such license throughout tenure.

Adopted 12/9/2025 PO
Competitive Class