

WOMEN'S RESOURCE ADVISOR I

Department: Human Services

Classification: Non-Competitive

Specification Number: 1920

Approved: 2/16/23

Revised: By JG

MINIMUM QUALIFICATIONS

Either:

- a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's degree; or,**
- b) Graduation from standard senior high school and four (4) years of experience in public administration, human resources, community services or a related field; or,**
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).**

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, an employee in this class assists in the operation of the Office for Women, a resource information and referral service for women seeking assistance. The incumbent gathers and compiles information helpful to women and interviews women to determine what specific service can be provided. Supervision is received from a Women's Resources Advisor II or other administrative superior through review of work in progress. Does related work as required.

TYPICAL WORK ACTIVITIES

- Gathers, from a variety of sources, information relevant to women's services and needs;**
- Assists in the compilation of a service directory for women by cataloging, analyzing and maintaining informational materials useful to women;**
- Interviews women to determine what services can be provided to them;**
- Assists women with personal problems they may bring up.**

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Working knowledge of programs offered by public and private agencies for the assistance of women; good knowledge of the problems faced by women; ability to communicate effectively, both orally and in writing; ability to evaluate written material for content and applicability; ability to assess needs and offer appropriate assistance. Good judgement; tact; physical condition commensurate with the demands of the position.