



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FAMILY & CONSUMER SCIENCE PROGRAM SPECIALIST**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Works under the supervision of a County Extension Agent-Family and Consumer Services who is delegated this responsibility by the County Coordinator. The Assistant works with adult and youth in groups in schools, community centers, etc.... to improve the quality of life through programs in family and consumer sciences.

EXAMPLES OF WORK PERFORMED

Planning (Under the supervision of the supervising agent the Program Assistant)

Plans group meetings and/or educational presentations for adults or youth

Assists in identifying volunteer leaders for Extension youth programs

Develops weekly time plans/schedules of work

Uses scheduled time to plan daily records of contacts and educational programs, number and ethnic origin of the clientele, how time was spent, hours worked, mileage and for making other required reports within the job responsibility

Plans ways to foster leadership growth and personal development for adult and youth participants, clientele and their families

Develops plans for reaching prospects and volunteer leaders, both adult and youth

Uses time wisely to study reaching materials provided by agents and develop teaching materials, if needed for use in teaching adults or youth

Plans ways to help families participate in other Extension Service programs

Implementing

Develop relationships within county and communities to promote, market and implement Extension educational programs

Works with clientele in program settings to teach Family & Consumer Science topics such as health and safety, parenting, leadership and health information in English and Spanish

Follows weekly time plan or schedule for reaching clients; notifies supervising agent if schedule is changed

Uses teaching materials developed by agent and develops additional teaching materials for working with families if needed

Keeps informed of available resources and notifies clients about the services

Keeps the supervising agent informed of needs of individuals and clients

Evaluating

Assists supervising agent in collecting needed materials and information from families for use in evaluating progress

Participates in performance evaluation conferences with supervising agent

Reporting

Prepares required daily, weekly, monthly and annual reports and records

Gives reports to County Extension staff and others upon request and with approval and assistance of the supervising agent

Training

Participates in all training activities designed for professionals

- Initial training
- Weekly training
- Other scheduled training

Participates in conferences with supervising agent as requested, on an individual or group basis

Makes improvements so that up-to-date information can be available to clients

Keeps informed on the Equal Employment Opportunity Program of the Texas Agricultural Extension Service and the Texas A&M University System

Participates in an equal performance review interview with the supervising agent

Organizational

Works under the direct supervision of the Extension agent delegated immediate supervisory responsibility

Assists the local county Extension staff to implement educational programs

Notifies supervising agent when plans change

Regular attendance is a must

Ability to work well with others

Performs other related duties as assigned

EDUCATION AND EXPERIENCE

One academic year from an accredited college or university

Preferred: Bachelor's degree in community health or related field

Must have computer skills, MS Word, Power Point, Social Media, Marketing experience a plus

Relevant experience

Excellent presentation skills

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

The County Extension Program Assistant should possess the following qualifications:

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Characteristics of maturity to be able to meet problems encountered

A desire to share knowledge and skills with clients to help them improve their situation

Sensitivity to the values of others and have empathy, understanding and respect for people in the area, regardless of their economic and social situation

Have the ability and willingness to understand, accept and follow through with necessary training in order to be able to inspire, motivate and teach others

Be well adjusted, patient and receptive to training and supervision

Evidence of good health as shown by physical examination

Evidence of leadership ability

Willingness to successfully complete orientation training for new employees and all subsequent in-service training; as well as training which may require travel outside the assigned headquarters

Has ability and willingness to make and keep required records and reports and to keep information confidential

Able to read, write and understand materials that will be used in teaching

Able to read, write and speak Spanish in predominately Mexican-American areas and English where applicable

Bilingual (Spanish and English) with ability to converse fluently in both languages

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations