

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

MIGRANT PROGRAM WORKER

JOB DESCRIPTION

Employees in this job perform a variety of duties involving the development and maintenance of client information for case management, referral to day care, social services, health care, and employment programs. The work involves frequent contact with clients and their employers, and others to obtain and verify information needed to make appropriate referrals and eligibility determinations.

There are three classifications in this job.

Position Code Title - Migrant Program Worker-E

Migrant Program Worker 8

This is the entry level. The employee receives close supervision and guidance while learning the methods and procedures of migrant program work.

Migrant Program Worker 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of migrant program assignments.

Migrant Program Worker E10

This is the experienced level. The employee performs a full range of migrant program assignments using considerable independent judgment to interpret and apply guidelines and make decisions.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Interviews clients, assesses clients' circumstances, explains available services, and determines eligibility and benefit level for day care, basic family services, health care, and/or emergency relief programs.

Maintains an ongoing migrant farm worker caseload. Processes changes, issues notices, replaces lost warrants and program eligibility cards, keeps case history files current, and responds to client needs, inquiries and complaints.

Uses automated systems to compute clients' budgets and provide budget breakdowns and explanations to clients. Codes records and inputs data using computer terminals with responsibility for the accuracy of information entered.

Monitors case status by reviewing eligibility and income reports.

Prepares monthly case management action plans, case summaries and written reports and maintains records of activities.

Writes hearing summaries, participates in pre-hearing conferences and hearings, and explains decisions in administrative hearings. May also testify in court proceedings.

Oversees the provision of day care services to migrant families, interviews, registers and certifies day care aides who will provide day care services, identifies licensed day care and head start centers, group and family day care homes, audits day care billings, and authorizes and processes payment requests.

Functions as a liaison, interpreter, and advocate between migrants and community organizations, medical clinics, private and public organizations, schools, and churches for additional services and assistance, and participates in the local Migrant Resource Councils and other committees.

Promotes migrant participation in child health care prevention programs and initiatives.

Evaluates needs, develops plans, and provides referrals and services to migrant farm workers and their families.

Provides plans for employment and training, and assists in developing job opportunities for migrant workers, particularly in the agricultural "off" season.

Refers complaints of neglect or abuse of migrant children to the protective services staff. Assists service workers in planning and implementation of services to protect children of migrant farm workers.

Interviews local area growers in order to determine their labor needs and to inform them of migrant services available. Assists in developing job opportunities for migrant workers by referring them to growers in need of workers. Serves as a liaison between the workers and employers as needed. Assists migrant farm workers in obtaining legal documentation for employment.

Visits labor camps to recruit and register migrant workers for area growers.

May provide transportation to work sites and other emergency transportation as necessary.

Makes recommendations to the department on ways to improve migrant services and explains the migrant workers' needs.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of interviewing and data gathering techniques, in order to ascertain clients' vocational, employment, healthcare, family service, and emergency food, shelter, and transportation needs.

Knowledge of the needs and problems faced by the migrant workers and their families.

Knowledge of community resources, programs, private and public organizations and services available to assist migrants.

Knowledge of the culture and background of migrant workers, community social conditions, and rural and farm community values and standards.

Knowledge of area and statewide agricultural base, conditions and needs of various crops, labor needs of local, regional and statewide growers for migrant farm labor, and the availability of licensed farm labor housing for migrant workers.

Knowledge of laws, rules, regulations, policies and procedures governing the crew leader certification and the supportive paperwork.

Knowledge of U.S. Department of Immigration and Naturalization laws, rules, regulations, policies and procedures governing legal employment in the United States.

Knowledge of the geographical location of area growers, labor camps, field sites, etc.

Knowledge of office work, business practices, and business office machines.

Ability to read, interpret, apply, and explain various assistance programs which are available to migrant workers and the eligibility requirements of each program.

Ability to follow oral and written instructions.

Ability to read, write, and communicate effectively in Spanish and English.

Ability to obtain information in investigations and interviews.

Ability to use initiative and discretion in making decisions in emergencies.

Ability to accurately compute budgets.

Ability to code forms from instruction manuals and input data using a keyboard.

Ability to create and maintain case records, complete information, prepare reports and develop correspondence related to the work.

Ability to understand and accept the behavior of the aged, disabled and blind migrant workers.

Ability to operate a motor vehicle.

Ability to interpret county, city, township, and state maps and farm labor housing lists for locating migrant camps.

Ability to maintain favorable public relations.

Working Conditions

Employment may be on a seasonal basis and may require working flexible hours.

Considerable travel by personal and state automobile is required.

Physical Requirements

None

Education

Completion of two years of college (60 semester or 90 term credits).

Experience

Migrant Program Worker 8

No specific type or amount is required.

Migrant Program Worker 9

One year of experience equivalent to a Migrant Program Worker 8.

Migrant Program Worker E10

Two years of experience equivalent to a Migrant Program Worker, including one year equivalent to a Migrant Program Worker 9.

Alternate Education and Experience

Migrant Program Worker 8 - E10

Completion of one year of college (30 semester or 45 term credits) and three years of administrative support experience in a human services or office setting, including one year equivalent to the experienced (E7) level, may be substituted for the education requirement.

Four years of administrative support experience in a human services or office setting, including two years equivalent to the experienced (E7) level, may be substituted for the education requirement.

Special Requirements, Licenses, and Certifications

Competency in reading, writing, and communicating effectively in Spanish and English.

Daily access to a motor vehicle.

Possession of a valid driver's license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

MIGPRGWKR

Job Code Description

MIGRANT PROGRAM WORKER

Position Title

Migrant Program Worker-E

Position Code

MGPGWKRE

Pay Schedule

W22-001

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07/16/2017