

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

MIGRANT SERVICES WORKER

JOB DESCRIPTION

Employees in this job perform duties involving the development and maintenance of client information for referral to childcare, social services, training and employment programs, and other services.

Position Code Title - Migrant Services Worker-E

Migrant Services Worker 8

This is the entry level. The employee performs a range of Migrant Services Worker assignments while learning the methods of the work.

Migrant Services Worker 9

This is the intermediate level. The employee performs an expanding range of Migrant Services Worker assignments in a developing capacity.

Migrant Services Worker E10

This is the experienced level. The employee performs a full range of Migrant Services Worker assignments and uses independent judgment to make decisions in specific work situations.

Position Code Title - Migrant Services Worker-A

Migrant Services Worker 11

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Migrant Services Workers and performing experienced-level Migrant Services Worker assignments.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Conducts client interviews and investigations to gather information necessary for assessing vocational and employment needs.

Interviews local area growers to determine labor needs and provide information regarding available migrant services.

Refers migrant and seasonal farm workers (MSFWs) to area growers in need of farm workers and provides information about growers in other parts of the state seeking workers.

Explains services available at career centers and other agencies, processes for obtaining services, and conditions of eligibility.

Serves as an interpreter and advocate for MSFWs and other agencies and groups.

Maintains communication with local area growers to assess migrant labor needs and coordinates with partners to promote and facilitate employment and services for MSFWs.

Develops plans for employment and training services, including crew leader certification, and assists in creating job opportunities for MSFWs.

Provides transportation for MSFWs, including emergency transport and travel to work sites.

Recruits and registers MSFWs for area growers by visiting labor camps.

Conducts outreach activities to locate and contact MSFWs who are not being reached by typical intake activities of the career centers.

Serves as a liaison between MSFWs and community organizations, medical services, private and public organizations, schools, and churches for additional services and assistance.

Recommends improvements to migrant services and ensures the department understands MSFW needs.

Conducts field visits to worksites to evaluate compliance with employment standards.

Prepares and submits complaints in response to reports from MSFWs alleged violations of employers or career centers.

Facilitates referrals of individuals and companies to register with the U.S. Department of Labor to legally operate as farm labor contractors.

Conducts presentations to community organizations to provide information regarding the employment and training services.

Assists MSFWs in acquiring the documents necessary for obtaining legal employment and makes referrals.

Maintains records and prepares reports and correspondence related to the work.

Performs related work and other tasks as assigned.

Additional Job Duties

Migrant Services Worker 11 (Lead Worker)

Oversees the work of lower-level Migrant Services Workers by assigning and reviewing work, establishing priorities, coordinating activities, and resolving related work problems.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the culture and background of MSFWs.

Knowledge of the needs and problems faced by the MSFWs and their families.

Knowledge of client service operations and information processing methods and practices.

Knowledge of interviewing and data collection techniques to determine clients' vocational, employment, family service, or emergency food needs.

Knowledge of social services agencies, community resources, programs, private and public organizations, and services.

Knowledge of the social, cultural, and economic characteristics of rural and agricultural communities.
Knowledge of agricultural crops and grow cycles, migrant labor needs, and migrant housing availability.
Knowledge of laws, rules, regulations, policies, and procedures governing the crew leader certification.
Knowledge of immigration laws, rules, regulations, policies and procedures governing legal employment.
Knowledge of geographic location of area growers, labor camps, and field sites.
Ability to read, write, and communicate effectively in Spanish and English.
Ability to obtain information in investigations and interviews.
Ability to establish and maintain effective relationships with others.
Ability to use initiative and discretion in making decisions in emergency situations.
Ability to maintain records and prepare reports and correspondence.
Ability to interpret and apply program policies and procedures.
Ability to explain the department's programs to migrants.
Ability to operate a motor vehicle.
Ability to interpret county, city, township, and state maps and MSFW housing lists for locating migrant labor camps.
Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Migrant Services Worker 11 (Lead Worker)

Ability to train and oversee the work of others.
Ability to prioritize, organize, and coordinate the work of the unit.

Working Conditions

The job requires travel.
The job requires an employee to work outdoors.
The employee may be assigned to work any day of the week or on any shift.

Physical Requirements

The job duties require an employee to stand and/or walk for extended periods.
The job duties may require an employee to lift and/or move heavy objects.

Education

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

Experience

Migrant Services Worker 8

No specific type or amount is required.

Migrant Services Worker 9

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

Migrant Services Worker E10

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

Migrant Services Worker 11

Three years of experience equivalent to a Migrant Services Worker, including one year equivalent to a Migrant Services Worker E10.

Alternate Education and Experience

Migrant Services Worker 8 - 11

Completion of one year of college (30 semester or 45 term credits) and two years of administrative support experience performing such duties as interviewing the public, obtaining required information, and making decisions necessary to render services to a client, including one year equivalent to the experienced (E7) level, may be substituted for the education requirement.

Four years of administrative support experience performing such duties as interviewing the public, obtaining required information, and making decisions necessary to render services to a client, including two years equivalent to the experienced (E7) level, may be substituted for the education requirement.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

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

Possession of a valid driver's license and the availability of a motor vehicle.

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

MIGSRVWKR

Job Code Description

MIGRANT SERVICES WORKER

Position Title

Migrant Services Worker-E

Position Code

MGSVWKRE

Pay Schedule

E42-002

Migrant Services Worker-A

MIGSWKRA

E42-005

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