

Community Assistant Job Description

- Prevents and reports crime
- Provides safe, pleasant, and secure environment to individuals and community, as well as reports to appropriate agencies/organizations any issues/concerns brought to their attention
- Advocates for the preservation of the rights and dignity of people in their care while they are in detention centers, law enforcement establishments, hospitals or other facilities
- Provides reference services such as referrals to appropriate community agencies/organizations or information on services provided by them which may be beneficial to clients and associates in situations which require it or upon request from an associate/client
- Provides information on resources and referrals to family, friends or other agencies/organizations that may be beneficial to clients or associates in need of support services
- Provides information on available community and legal resources for people who require assistance or helps them access those resources
- Provides information about upcoming community events, opportunities for the youth culture and other local events which may be meaningful to a client or associate
- Provides referrals for housing, employment opportunities, medical services, legal services, counseling and other support services as needed to clients and associates in need of such at any time as required by law
- Makes daily rounds in the delivery of meals and other services as needed to clients or associates in need of such at any time as required by law
- Provides support to clients and associates who are victims of crime, physically assaulted, abused or neglected
- Provides emotional support/counseling and referral for medical care to clients and associates who need it at any time as needed by law

- Assists clients/associates with activities that promote positive mental health such as assisting them in identifying goals, learning new skills, finding employment, etc.
- Assists clients/associates in obtaining referral and other necessary support services
- Provides transportation to appropriate agencies/organizations (such as the legal, mental health, and medical community) where required by law when the client is unable to take public transportation or when transfer of a client is required
- Provides information on housing programs and other resources that may be of benefit to clients and associates, including but not limited to rent, utilities, food stamps, drug testing, etc.
- Assists with emergency notification needs of family members and others as needed by law under certain circumstances (such as a partner in-law who has died).