

CHIEF OF VOLUNTEER SERVICES

KIND OF WORK

Coordination of the statewide volunteer services program in the Department of Public Welfare.

NATURE AND PURPOSE

The employee in this class is responsible for coordinating the activities of volunteer workers in all institutions and advising institution administrators and staff on proper selection, training and use of community volunteers. Work is performed under the direction of the Medical Director with the employee having considerable latitude for program direction.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Establishes standards for volunteers services in all institutions.

Reviews reports of institution volunteer coordinators and makes written recommendations on the basis of the reports.

Conducts periodic meetings of institution Volunteer Services Coordinators and Institution Community Relations Coordinators to discuss problems and programs.

Makes recommendations in the selection and training of institution volunteer coordinators.

Provides information on the volunteer program and the mental health program to statewide fraternal, civic, and church organizations for transmission to and consideration by their local units throughout the state.

Acts in a liaison capacity between statewide voluntary organizations, and other state departments and the individual institutions on all matters pertaining to the services of volunteers.

Serves as public relations consultant in the area of volunteer services for the Division of Medical Services.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the utilization of community resources.

Considerable knowledge of the organization and goals of the Minnesota Mental Health Unit.

Considerable knowledge of the uses and effectiveness of the various mass media.

Ability to:

Plan, execute and coordinate a statewide program of volunteer services.

Make effective recommendations designed to integrate volunteer services with other institutional services and programs.

Plan and administer an in-service training program for volunteers.

Advise professional people on the suitability of public relations techniques.

To write and speak effectively and to achieve harmonious and productive relationships with all types of interested individuals and civic groups.

Est.: 7/2/69  
Rev.: 10/14/71

T.C.:  
Former Title(s):