

MIGRANT LABOR REPRESENTATIVE

KIND OF WORK

Professional field employment work with Spanish-speaking migrant labor.

NATURE AND PURPOSE

An employee in this class is responsible for interpreting and explaining local labor policies to Spanish-speaking migrant workers and for observing their working and living conditions to insure maintenance of minimum standards. The employee acts as representative of the Minnesota Department of Economic Security in giving assistance to the employers of Spanish-speaking migrant laborers and in interviewing and recruiting these migrant workers for employment in other locations. Supervision is received from the Employment Services Supervisors responsible for the farm employment section or the Area Office Managers, but the employee is given latitude in performing the work based on knowledge of the customs, needs and normal employment practices of the migrant workers.

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

Contacts migrant families to explain services available through Minnesota Departments of Economic Security in English or Spanish.

Contacts farmers employing migrant workers to discuss employment situations.

Contacts social service agencies to arrange services to migrants.

Assembles reports on migrant labor activities to record results of the program.

Locates, interviews, hires and trains adults to act as supervisors for seasonal youth labor crews.

Assists migrant workers in finding other jobs in Minnesota or surrounding states when the Minnesota migrant season is completed so that clients have continuous service in job search.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The various kinds of seasonal field work and the necessary qualifications for each.

Services offered by the Department where clients may be referred for greater assistance.

Migrant Labor Representative

Class Specification

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Ability to:

Speak fluently and to understand clearly the language and customs of Mexican and other Spanish-speaking laborers.

Prepare statistical reports and maintain employer, placement and applicant records.

Write clearly and organize material logically for inclusion in reports or correspondence.

Reason analytically and organize facts when asking or answering questions.

Maintain pose and composure.

Deal tactfully and patiently with people and put them at ease.

Verbal facility to converse and deal with people at differing levels and relate to people in consultation and gathering of information.

Est.: 4/53

Ckd.: 9/72, 11/92

Rev.: 6/78

T.C.: 5/11/95

Former Title(s): Migrant Labor Counselor