

COMMUNITY SERVICES AIDE

GENERAL STATEMENT OF DUTIES: Under supervision and while receiving intensive on the job and off the job training and education, the Community Services Aide performs a variety of miscellaneous tasks related to the determination of financial eligibility in the various programs administered by the local social services district or in the delivery of social services to clients; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position is designated primarily to provide an opportunity for indigent persons including recipients and potential recipients of public assistance to enter into meaningful employment and through experience and training advance to the optimum level of their capabilities. The work is nonprofessional and non-technical designed to relieve the professional and technical staff of routine but important tasks which are time consuming but enrich the services to the client.

TYPICAL WORK ACTIVITIES:

In the social service section: performs specific assignments as delegated in connection with servicing clients in areas of housing, school attendance, home visiting, recreation, transportation, escort, day care, marketing, home management.

In the financial eligibility determination section: performs specific assignments as delegated, such as, explaining entitlements and other phases of the department's services to applicants and members of the community, acting as interpreter to help clients and workers facilitate the eligibility determination process, assisting applicants in completing necessary forms, caring for children while parent is in center; gathering routine data and other assignments as designated.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to create an effective bridge between the client group and social services staff; ability to understand and follow instructions; ability to read and write English; sensitivity to the reactions of others; tact; emotional maturity; judgment and good health.

MINIMUM QUALIFICATIONS: There are no minimum requirements of training and experience.

NOTE: This title will be used for making appointments to existing Community Service Worker positions as the need may arise for filling such positions in accordance with the intent of the Community Services Aide specification. In some ways this may be likened to a Trainee appointment. The duration of appointment as a Community Services Aide is limited to two (2) years in accordance with sections 17 & 18 of the Social Welfare Law and the Rules of the Department.