NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Family Service Aide 1	CODE: 17311C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under direct supervision from welfare supervisors, provides routine personal & housekeeping care for welfare clients;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	31-51	Performs housekeeping duties (e.g., cooks, washes, irons, sews & mends clothing; cleans house) for disabled, handicapped elderly & needy persons in community as assigned.	Knowledge of (1) safety practices, (2) office procedures*; ability to (3) solve practical problems, (4) answer routine inquiries from public, (5) lift up to 30 pounds.
2	10-30	Assists individual family members in areas of home management (e.g., budgeting, meal planning, food shopping, clothes shopping).	Knowledge of 2*, (6) household budgeting; ability to 3, 4, (7) add, subtract, multiply & divide whole numbers.
3	7-27	Transports disabled, elderly & handicapped persons to medical & dental appointments, social security office, welfare department, day care center & shopping centers.	Knowledge of 2*, 6; ability to 3, 4, 5, 7.
4	5-15	Provides emotional support to improve or re-establish home family functioning; provides routine personal care (e.g., bathing, grooming).	Knowledge of 1, 2*; ability to 3, 4, 5.
5	3-9	Performs child care duties (e.g., supervises play activities, reads books for children); checks for child abuse.	Knowledge of (8) counseling children; ability to 3, 4, 5.
6	3-9	Attends training classes; confers with social workers, supervisor & officials from other agencies; prepares required records & reports.	Knowledge of 2*; ability to 3, 7, (9) read & write simple sentences.

(136)

123: 1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write simple sentences.	TRAINING & DEVELOPMENT: