NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Family Service Aide 2	17312C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION:

Under general supervision from nurses & welfare supervisors, provides personal & housekeeping care for welfare clients;

-PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	58-78	Provides routine personal & health care (e.g., oral hygiene, feeding, changing simple dressings & bandages, taking temperatures & assisting with simple exercises) for clients unable to do so.	Knowledge of (1) personal care*; ability to (2) carry out simple instructions, (3) read, copy & record figures*, (4) work alone, (5) demonstrate physical fitness.
2	11-31	Performs housekeeping duties (e.g., shops, launders, irons, makes beds, cleans, cooks) for clients unable to do so.	Ability to 2, 3*, 4, 5.
3	2-8	Assists clients in completing forms; writes monthly reports, maintains records & completes forms as required.	Knowledge of (6) office practices & procedures*; ability to 3, (7) complete routine forms.
4	3-9	Attends meetings, conferences & training sessions to remain current on home & health care procedures & techniques.	Knowledge of 6*, (8) public relations*, (9) government structure & process*; ability to 2, 3.

(137)

123: 1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:
Exposed to infectious diseases & unsanitary living conditions.

MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)*
Ability to add, subtract, multiply & divide whole numbers & to read & write simple sentences plus: 1 course in personal health care (or 1 mo. exp.); or equivalent.

TRAINING & DEVELOPMENT: