NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Social Service Aide 1

CODE: 17321C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under direct supervision from social service workers & welfare supervisors, provides or assists in providing social services to mentally retarded, handicapped, disabled or needy persons;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	32-52	Escorts or transports mentally retarded, handicapped, disabled, elderly & blind adults & children to schools, clinics, doctors' offices, dentists' offices & shopping centers.	Knowledge of (1) safety practices, (2) office practices & procedures*; ability to (3) carry out written &/or oral instructions, (4) add, subtract whole numbers, (5) read simple sentences.
2	6-16	Locates housing & distributes food, clothing & furniture within community for needy persons.	Knowledge of 1, (6) interviewing*; ability to 3, 4, (7) answer routine telephone inquiries from public.
3	9-19	Interviews clients, conducts investigations & completes forms to determine eligibility for social services.	Knowledge of 2*, 6*; ability to 3, 4, 5, 7.
4	8-18	Converses with clients & general public on phone; refers to other agencies; provides information, arranges travel & schedules appointments.	Knowledge of 2*, (8) public relations; ability to 3, 4, 7.
5	11-21	Establishes, organizes & maintains case files & other records.	Knowledge of 2*; ability to 3, 5, 7, (9) gather, collate & classify information*.
6	0-5	Types or writes correspondence, records or reports; makes copies as needed.	Knowledge of 2*; skill in (10) typing, (11) operating copy equipment*; ability to 3.
7	0-5	Attends lectures, staff meetings & conferences.	Knowledge of 2*; ability to 4, 7, (12) lift 25 lbs.

(140)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: Exposed to contagious diseases & unsanitary conditions.

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

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Social Service Aide 1

CODE: 17321C