NEW AUG 0 2 1987

CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Social Service Aide 2

CODE: 17322C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under direct supervision from youth leaders, social service workers, welfare administrators or other supervisors, provides social services to mentally retarded, handicapped, disabled or needy persons;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	13-33	Interviews clients & determines goods & services needed; assists social service worker in providing necessary social services in office or home situation.	Knowledge of (1) interviewing, (2) counseling*; ability to (3) solve practical everyday problems, (4) understand technical manuals & verbal instructions, (5) gather, collate & classify information, (6) answer routine telephone inquiries from public.
2	15-35	Transports or arranges transportation for mentally retarded, handicapped, disabled & blind adults & children to schools, clinics, doctors' offices, dentists' offices & stores.	Knowledge of (7) safety practices; ability to 3, 4, 6.
3	3-23	Locates or acquires housing, clothing, furniture, food, bedding & appliances in community for needy clients.	Knowledge of 1, 2*; ability to 3, 5.
4	4-24	Converses with clients & general public on phone, making referrals to other agencies, providing information, scheduling appointments & monitoring services received or provided.	Knowledge of 1; ability to 3, 4, 5, 6.
5	9-29	Writes &/or types reports, case records, social summaries, rosters & letters & completes forms to document services & goods provided.	Knowledge of 1; ability to 3, 4, 5.
6	0-6	Instructs & assists clients in personal hygiene, housekeeping, local travel & recreation.	Knowledge of 2*, 7; ability to 3, 6.

(141)

123: 1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May be 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 plus: 1 course in interviewing (or 1 mo. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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OHIO
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FUNCTION:	CLASS TITLE: Social Service Aide 2	CODE: 17322C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
7	0-6	Attends educational programs, training courses & conferences; instructs summer students, WIN (Work Incentive Program) enrollees & work relief clients in office practices & procedures.	Knowledge of 7, (8) office practices & procedures; ability to 5, 6.

-PERFORMS RELATED DUTIES AS REQUIRE

(142)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Social Service Aide 2

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