

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Social Service Aide

SERIES NO.:

1732

MAJOR AGENCIES:

Health, Mental Health

EFFECTIVE DATE

SERIES PURPOSE

The purpose of the social service aide occupation is to provide basic social services to eligible clients or refer clients to agencies which have services to meet their needs.

CLASS TITLE

Social Service Aide

CLASS NUMBER:

17321

EFFECTIVE DATE

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of agency policies & procedures governing eligibility & delivery of social services for consumers/clients in order to determine needs of & provide necessary social services for individuals either in office or home situation.

CLASS TITLE: Social Service Aide	CLASS NUMBER: 17321	BARGAINING UNIT: 04
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EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Interviews consumers/clients & determines goods & services needed; assists social service worker in providing necessary social services in office or home situation.

Transports or arranges transportation for individuals who are mentally retarded, handicapped, disabled or blind to schools, clinics, doctors' offices, dentists' offices & stores.

Locates or acquires housing, clothing, furniture, food, bedding & appliances in community for needy consumers/clients.

Converses with consumers/clients & general public on phone, making referrals to other agencies, providing information, scheduling appointments & monitoring services received or provided.

Writes &/or types reports, case records, social summaries, rosters & letters & completes forms to document services & goods provided.

Instructs & assists consumers/clients in personal hygiene, housekeeping, local travel & recreation.

Attends educational programs, training courses & conferences; instructs summer students, WIN (Work Incentive Program) enrollees & work relief clients in office practices & procedures.

MAJOR WORKER CHARACTERISTICS:

Knowledge of interviewing; agency policies & procedures governing social services for consumers/clients*; counseling*; addition, subtraction & multiplication; safety practices & procedures*; office practices & procedures*. Ability to solve practical everyday problems; understand technical manuals & verbal instructions; gather, collate & classify information; answer routine telephone inquiries from public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction & multiplication; 1 course or 3 mos. exp. in interviewing.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to contagious diseases & unsanitary conditions.