

Social Service Aide

POSITION INFORMATION:

Under general supervision, the Social Service Aide provide supervision and care of abandoned, neglected, and abused children in protective custody; assists Social Workers by performing specifically designated tasks related to the improvement of family functioning and child care and child welfare services; and performs related work as required.

Social Service Aide is a paraprofessional class. Incumbents assist Social Workers by relieving them of routine tasks such as performing various tasks for Child Welfare Services. Incumbents work under close supervision within established guidelines and parameters.

The Social Service Aide differs from the Social Worker in that the former requires a lower level of skill and training than the level required of a professional Social Worker.

SUPERVISION EXERCISED AND RECEIVED

Incumbents in the Social Service Aide classification receive supervision from a Social Worker Supervisor or other higher-level supervisor or manager.

EXAMPLES OF DUTIES:

TYPICAL DUTIES AND EMPLOYMENT STANDARDS:

Duties may include, but are not limited to, the following:

- Conducts ongoing client needs assessments and verifies needs by contacting medical and health services providers.
- Presents client assessments to professional staff for approval.
- Completes narrative reports regarding a client's condition and services provided and/or recommended. Enters data regarding case and client information and contacts into automated system.
- Makes client referrals to medical personnel or social workers as needed.
- Provides direct training and counseling to parents on

parenting and household management skills, and teaches families about nutritional meal preparation, budgeting and household care.

- Monitors the medical and psychological care of abused children.
- Supervises visits between parents and children and reports observations to social worker.
- Provides emergency child care.
- Transports or accompanies clients to appointments for service or interviews.
 - Basic rules and regulations regarding child abuse reporting, and Welfare and Institution Codes.
 - Departmental and community resources useful to clients served.

Ability to:

- Interview persons to obtain a variety of information applicable to the provision of social services.
- Understand and accept differences in human behavior resulting from cultural, economic or other forms of deprivation.
- Effectively instruct parents in parenting and household skills.
- Deal with physically and sexually abused children.
- Prepare basic written reports or narratives.
- Recognize and report specific indications of need for social services.
- Maintain confidential information in accordance with legal standards and/or County regulations.
- Establish and maintain effective working relations with co-workers, outside organizations, and the public.

ESSENTIAL FUNCTIONS:

- Operate a personal computer and other modern office equipment, including repetitive hand and arm motions.
- Occasionally lift up to 20 pounds
- Consistently required to operate a motor vehicle.
- Communicate effectively with others in person and over the telephone.
- Interpret directions, procedures and regulations, and develop appropriate responses.
- Perform job duties under stressful conditions.
- Respond appropriately to situations.
- Maintain confidential information in accordance with legal standards and/or County regulations.

MINIMUM QUALIFICATIONS:

Sixty (60) semester units or ninety (90) quarter units of college, including fifteen (15) semester units or twenty-two and one-half (22.5) quarter units in social welfare, social/human service, sociology, or other social or behavioral science;

OR

Two (2) years of full-time experience providing social services in a public or private setting to disadvantaged adults or children;

OR

A combination of education and comparable experience equivalent to two years of full-time experience which includes a minimum of fifteen (15) semester units or twenty-two and one-half (22.5) quarter units in social or behavioral science. When combining education and experience; fifteen (15) semester units or twenty-two and one-half (22.5) quarter units equal six months of experience.

Examples of social or behavioral science courses include: anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/cpshr>

2450 Del Paso Road

Health and Human Services Specialist III (MSS Class Title: Social Service Aide) Supplemental Questionnaire

- * 1. As of today, have you received a Bachelor's degree from an accredited college or university in the United States?

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency with the application. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. CPS HR Consulting will accept verification of degree and/or course equivalency from any of the listed member agencies. You must attach all pertinent documents before submitting the application.

- Yes
 No

2. How many college credits do you have? Please specify the number of units and whether they are Quarter or Semester.

3. The minimum qualifications for Social Service Aide (under Pattern I) requires the equivalent to completion of two (2) years of college, including fifteen (15) semester (22.5 quarter) units in social welfare, social/human service, sociology, or other social or behavioral science. Examples of social or behavioral science courses include: anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.

APPLICANTS WISHING TO USE THEIR EDUCATION TO QUALIFY MUST SUBMIT THIS CLASS COURSE LISTING. ONLY ENTER THE COURSEWORK REQUIRED TO MEET THE MINIMUM QUALIFICATIONS AS STATED IN THE JOB ANNOUNCEMENT. (College transcripts MAY NOT be substituted for this form.)

List the following for EACH COLLEGE COURSE:

1. Subject
2. Course #
3. Course Title
4. Total # Units
5. Units of Measure (Semester or Quarter)
6. Name of College

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* Required Question