

COMMUNITY SERVICES AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position is designated primarily to provide an opportunity for indigent persons including recipients and potential recipients of Temporary Assistance to enter into meaningful employment and, through experience and training, advance to the optimum level of their capabilities. Work may be technical in nature but is designed to relieve the specialist and experienced staff of routine but important tasks which are time consuming but enrich the services to the client. Direct Supervision is received from the Employment and Training Coordinator. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs specific assignments as delegated in connection with servicing clients in all areas of the delivery of social service programs;
Advises clients in the various requirements of financial or social services programs;
Assists the applicant/recipient in complying with all facets of program requirements;
Arranges for or provides transportation;
Acts as facilitator to help clients and workers during the eligibility process;
Assists applicants in completing necessary forms;
Gathers routine information;
Assists the applicant/recipient in obtaining supportive services from the community or the department such as child care or transitional services;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Ability to create an effective bridge between clients and social services staff; ability to understand and follow instructions; ability to read and write English; sensitivity to the needs and reactions of others; tact; emotional maturity; judgment.

MINIMUM QUALIFICATIONS:

There are no minimum qualifications of training and experience for this position, but possession of a high school diploma or comparable diploma is preferable.

SPECIAL REQUIREMENT:

Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.

NOTE: Appointments are to be made for a term not to exceed two (2) years.