



Date Last Revised: 07/2020
Bargaining Unit: MCPE
FLSA: Covered
EEO: 8

SOCIAL SERVICES AIDE Full and/or Part-Time

POSITION INFORMATION:

Under general supervision, the Social Service Aide (SSA) assists Social Workers by performing specifically designated tasks related to the well-being of senior citizens and other vulnerable community members; and performs related work as required.

The Social Service Aide is a paraprofessional class. Incumbents carry out important functions of Mono County Senior Services programs such as the delivery of meals to home-bound seniors, safety and needs assessments for vulnerable clients, documentation of services provided, transportation of clients, and coordination of outreach activities to promote socialization and health of seniors.

The SSA further assists Social Workers by relieving them of routine tasks such as performing assessments of clients in the In-Home Support Services program, instructing parents in the development of parenting and household management skills, and/or performing various tasks for the adult/child service programs.

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.

TRAINING AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge and abilities for this position. The ideal candidate will have two years of previous work experience in providing client services in a public setting.

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.

While the above requirements outline the minimum qualifications, applicants may be further evaluated for qualifications beyond those listed. Those applicants that are determined to be most highly qualified will be invited to participate in the next step of the selection process.

SUPPLEMENTAL INFORMATION:

ADDITIONAL INFORMATION

- A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Applicants for positions within the Department of Social Services are subject to a criminal history background check.
- The ability to speak, read, and write Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the Merit System Services bilingual proficiency examination prior to appointment.
- This is a full-time, 40 hour per week position with County benefits. The position may also be filled as a part-time position with pro-rated benefits.