

COMMUNITY SERVICES AIDE 00040

(Labor – Onondaga County DSS)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for performing a variety of miscellaneous tasks related to the determination of financial eligibility in the various programs administered by the Department of Social Services. Under direct supervision, an employee in this class performs non-professional functions in a social services department in support of staff implementing programs and delivery of services to clients. Duties are carried out with restrictive latitude in exercising independent judgment. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Does related work as required.

TYPICAL WORK ACTIVITIES

Performs specific assignments as delegated in connection with servicing clients in areas of housing, recreation, transportation, escort, and day care.

Acts as an information clerk.

Help families to take advantage of preventive medical care.

Acts as a helper to caseworker in transporting children to homes or out-of-town institutions.

Helps in the whole field of communication between client and agency.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Ability to read and write English.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

None

10/84 Revised

Review Date: