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Job Specification

SOCIAL SERVICE AIDE

DEFINITION:

Under direct supervision, performs paraprofessional work involving the clarification of agency policies relating to the particular needs of the client, and assists clients in obtaining available services; does related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Appointments may be made to positions requiring bilingual skills.

04647 - Bilingual in Spanish and English

SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

EXAMPLES OF WORK:

Under supervision, receives continuous inservice training and performs supportive social service.

Provides information to clients in relation to employment opportunities, work training programs, interpreting programs, and the value of preschool education opportunities.

Escorts clients to day care services when needed.

Refers school dropouts to appropriate community services for help in job training, or aid in furthering their education.

Works with clients to discuss reasons for failure to keep medical or dental appointments.

Assists the client in obtaining or verifying eligibility information.

Assists the client in obtaining verification of births, deaths, and marriages.

Assists in the placement of clients in boarding homes, nursing homes, or hospitals.

Initiates correspondence relative to setting up various types of appointments.

Assists in initiating complaints involving desertion, abusive parents, and in other matters.

Assists clients with money management and the purchase of food, clothing, and furnishings.

Assists clients in the completion of institution commitment and other legal papers on behalf of family members.

Assists clients in obtaining available social services.

Prepares factual reports, and completes forms as required.

Assesses day care needs of clients.

Provides brief duration emergency child care upon sudden illness, desertion, or arrest of parent.

Provides information on the availability of family planning services.

Pursues and updates community resource information.

Shares community resource information with staff and clients; helps family members to become involved in appropriate available community resources.

Assists clients in keeping appointments with agencies or community health service.

Provides the agency with information concerning client needs based on first hand observation, informal discussions, and personal experience.

Participates in group meetings and case conferences.

Assists in teaching homemaking - parental techniques.

Provides supplementary supportive visits to families regularly supervised by a caseworker.

Maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the problems of economically and culturally disadvantaged persons, and of the community service and other resources available for their alleviation.

Ability to understand routine casework procedures and techniques.

Ability to understand and make effective use of regulations and procedures pertaining to the provisions of social services.

Ability to establish effective working relationships with poor people of varying ethnic, education, and social backgrounds.

Ability to understand, remember, and independently carry out oral and written instructions and assignments, and to learn quickly from explanation and demonstration.

Ability to work effectively with department staff.

Ability to profit by an inservice training program.

Ability to learn to use interviewing techniques, and

to provide information in accordance with prescribed procedures.

Ability to prepare simple factual reports.

Ability to assess and determine client needs.

Ability to maintain essential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:

Job Spec Code	Variant	State, Local or Common	Class of Work Service Week	State Class Code	Local Class Code	Salary Range	Note
03728		L	C	N/A	00		-
04647	Bilingual In Spanish And English	L	C	N/A	00		-

This job specification is for **local** government use only.

Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.

05/04/1995