

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

SOCIAL SERVICE AIDE I

POSITION CODE: 41281  
Effective: 6-1-70

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, performs beginning level preprofessional duties assisting social workers in providing direct services to clients; collects, assembles and organizes factual information on clients; assists in carrying out treatment objectives; provides clients with routine information regarding the welfare program.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Answers routine inquiries regarding information about licensing requirements of child care facilities; refers questions of a specialized nature to appropriate personnel.
2. Accompanies children who require specialized medical or rehabilitative services.
3. Carries out activities assigned by social workers relative to investigation of complaints regarding neglect and mistreatment of children.
4. Compiles factual information related to a child's academic and social adjustment.
5. Organizes records, materials and documentary information for social workers' review and analysis.
6. Provides encouragement, support and direction to families during periods of crisis.
7. Accompanies a client in carrying out activities consistent with mutually agreed upon treatment goals.
8. Communicates with and to potential client groups the nature and extent of services provided by the agency.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

SOCIAL SERVICE AIDE I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Any combination of education, training or experience which provides knowledge, skill and mental development equivalent to either:

(a) the completion of four years of high school,

or

(b) two years experience working with the culturally disadvantaged in a public or private social welfare program.

Knowledges, Skills and Abilities

Requires ability to establish and maintain satisfactory working relationships with other employees.

Requires ability to communicate ideas effectively both orally and in written form.

Requires ability to accept directives and follow through effectively in nonroutine assignments.