

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SOCIAL SERVICE AIDE II

POSITION CODE: 41282
Effective: 6-1-70

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs preprofessional duties assisting social workers in providing direct services to clients; makes home and school visits to obtain data regarding complaints of neglect or mistreatment of children, home conditions of families applying to care for foster children, families whose children are wards of the court, and a child's academic achievement and personal adjustment; organizes records, materials and documentary information on clients for review and analysis by social worker; prepares reports on assigned activities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts home visits to obtain facts regarding complaints related to neglect or mistreatment of children.
2. Makes preliminary studies to ascertain factual data regarding composition and home conditions of families applying to care for foster children.
3. Meets with clients to explain the nature and extent of services provided by the agency; explains the eligibility requirements needed for obtaining agency services.
4. Organizes records, materials and documentary information for social workers' review and analysis.
5. Makes supervisory home visits to families whose children are wards of a court and under the guardianship of the agency.
6. Prepares written and oral reports of all assigned activities and makes recommendations regarding the kind and amount of services to be provided to clients.
7. Confers with school officials to ascertain the level of a child's academic achievement and personal adjustment.

SOCIAL SERVICE AIDE II (Continued)

8. Assists social workers in preparing children for placement in foster homes or institutions; assists in arranging emergency care of children in established facilities.
9. Serves as a member of a social service team providing counseling, guidance, and rehabilitation to families and children.
10. Assists a social worker in carrying out an assigned phase of a total treatment plan involving a family or child or both.
11. Helps foster parents with tangible special problems in the day to day care of foster children.
12. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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 two years of college,

OR

- (b) four 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 influential community members, various professionals and other employees.

Requires ability to work objectively with and in behalf of persons having physical, mental and social problems.

Requires ability to explain, interpret and carry out the objectives, policies and procedures of the agency.

Requires ability to maintain records, prepare reports and express self clearly orally and in writing.

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