

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SOCIAL SERVICE AIDE TRAINEE

POSITION CODE: 41285
Effective: 6-1-70

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period not to exceed thirty-six months, participates in a planned inservice and/or academic instruction course, observes professional social service staff, and performs a variety of elementary and meaningful social service tasks providing an opportunity to gain knowledge of agency programs, skills in dealing with clients and community groups and a productive and satisfying work experience.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Participates in planned study and training courses designed to teach the purposes of social service programs, techniques of working with clients and community groups, and awareness of community social welfare resources.
2. Observes agency employees at work to learn and develop skills and techniques of interviewing and handling client reactions.
3. Performs a variety of elementary but meaningful social service tasks such as encouraging families to make their homes available as resources to the agency, advising families of general eligibility requirements for the agency's services, and collecting data and preparing reports as directed.
4. Discusses with agency supervisors, the needs, problems and goals of disadvantaged families.
5. Assists social workers and other employees in providing direct services to the agency's clients.
6. 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 the ability to read, write and communicate orally.

Knowledge, Skills and Abilities

Requires ability to maintain satisfactory working relationships with other employees.

Requires ability to relate to client groups.

Requires ability to express ideas orally.