

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Community Social Services Assistant
Department: Social Services
Revised : July 2013

Class : Paraprofessional
FLSA: Non-exempt

This job description supersedes any prior description for the Community Social Services Assistant.

GENERAL DESCRIPTION

Work involves assisting families with dependent children by training them in areas of home management, community services liaison, and transportation although specific assignments vary with each client's needs.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Makes visits to the homes of clients to determine their needs; assists the families in setting goals for correction; tries to motivate clients in reaching their goals; checks on progress made.

Teaches clients how to manage money, how to select and prepare inexpensive nutritional meals, how to care for the family and the family's personal health and cleanliness.

Discusses basic parenting skills and child discipline techniques.

Transports clients to medical, social, and educational resources to assure they receive services.

Assists them occasionally in locating housing or job placements.

Supervises visits between parents and children; reports any information, observation of behavior, or interaction with children that may be helpful.

Testifies in court to collaborate the testimony of a social worker or to give testimony of observations.

Completes forms for clients such as physical forms, school enrollment forms, free lunch forms, group home applications, and other related forms.

OTHER JOB FUNCTIONS

Sorts, discards, repairs, cleans and stores donated clothing given to Social Services; assembles and delivers used clothing to foster children.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

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KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of the social, economic, and environmental conditions of clients to be served.

Working knowledge of basic household tasks and management functions and the ability to teach others.

Working knowledge of and ability to enlist the aid of available community resources.

Skill in basic reading, writing, and simple mathematics.

Ability to drive an automobile and transport passengers in a safe manner.

Ability to establish rapport and relate to population served and a variety of service disciplines (social workers, doctors, teachers) and community businesses.

Ability to prepare and maintain simple reports of activities.

Ability to exercise good judgment in appraising situations.

Ability to verbally communicate findings.

PHYSICAL REQUIREMENTS

Work in this class includes sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs. with assistance. Work includes both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work is likely to cause direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment should be available and worn.

MINIMUM EXPERIENCE AND TRAINING

High school graduation and one year of experience in performing similar tasks. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**