

DEPARTMENT: Administration/Personnel BY: Catherine Harmon PHONE: 966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes:___ No: X)

Adopt this resolution approving the attached new class specification for the position of Social Service Aide at a salary range of 130-146, assigned to S.E.I.U., and eliminating one Social Worker IV/III/II/I position.

BACKGROUND AND HISTORY OF BOARD ACTIONS: The purpose of this resolution is to establish a salary range for that position. Pursuant to agreement with the State of California, Merit System Services controls the class specification for this position, and Mariposa County controls its allocation and salary. A copy of the Merit System Services class specification for this position is attached for informational purposes only.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this class specification and proposed salary range.

Revise this class specification and proposed salary range.

COSTS: () Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required Add'l funding \$ _____
D. Source: _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

SOURCE: () 4/5ths Vote Required
A. Internal transfers \$ _____
B. Unanticipated revenues \$ _____
C. Reserve for contingency \$ _____
D. Description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:
Res. No.: 92-303
Ord. No.: _____
Vote - Ayes: 5 Noes: _____
Absent: _____ Abstained: _____
hms Approved () Denied
() Minute Order Attached

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further correct copy of

The foregoing instrument is a the original on _____ Action file in this office.

Date: _____
ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA
By: _____
Deputy

Comment: _____

A.O. Initials: [Signature]

California State Personnel Board
Merit System Services
Class Specification

Established: 7/24/84
Revised:
Title Changed: 10/27/86
Schematic Code: 5300

SOCIAL SERVICE AIDE

DEFINITION:

Under supervision, to assist social workers in the improvement of family functioning and child and adult services by performing specifically assigned tasks; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this paraprofessional class provide assistance to social workers and relieve them of the more routine tasks by performing ongoing assessments of clients in the In-Home Support Services program, instructing parents in developing parenting and household management skills, or performing a variety of the less complex functions in the child and adult program areas which do not require the skill and training of a social worker.

TYPICAL TASKS:

Maintains a caseload of infirmed or incapacitated elderly adults receiving household services; conducts ongoing needs assessments, verifies these needs by contacting medical and health services providers; presents assessments to In-Home Support Services Review Committee; completes narrative reports of client's condition and services; makes referrals to medical personnel or social workers as needed; provides direct training and counseling to mentally ill and developmentally disabled parents on parenting and household management skills; instructs them in such things as nutritional meal preparation, budgeting and household care; monitors medical and psychological care of abused children; supervises visits with parents and children and reports observations to social worker; provides emergency child care; may testify in juvenile court hearings; maintains records and prepares written reports; assists social workers in providing a variety of child and adult social services; acts as liaison between clients and professional staff and individuals and groups in the community serviced; directly assists families to use and to learn the resources of society, particularly medical, legal and employment services; maintains records of work performed.

SOCIAL SERVICE AIDE

MINIMUM QUALIFICATIONS:

Either I

Education: Equivalent to two years of college, including 30 semester units in social welfare, social/human services, sociology, or other behavioral sciences.

Or II

Experience: Two years of experience comparable to that of a Homemaker; or

Experience: Two years of experience comparable to that of a Vocational Assistant with a services background; or

Experience: Two years of experience in a public or private Social Services agency providing services to disadvantaged adults or children; and

Knowledge of: Basic rules and regulations regarding In-Home Support Services, child abuse reporting, and Welfare and Institution Codes; basic community resources useful to clients served; acceptable housekeeping and homemaking standards, including the methods, materials and equipment used in general housekeeping work; basic methods and attitudes involved in the care of physically ill, handicapped or disabled persons in their home; adequate food preparation with limited kitchen equipment.

Ability to: Interview others to obtain a variety of information applicable to the provision of social services; understand and accept differences in human behavior resulting from cultural, economic or other forms of deprivation; effectively instruct physically and mentally handicapped adults in parenting and household skills; deal with physically and sexually abused children; prepare written reports; recognize and report specific indications of need for social services.