



CLASS SPECIFICATION FOR:

Senior Family Services Aide

General Statement of Duties:

Provides a variety of routine program support services for the Social Services Department; does related work as required.

Distinguishing Features of Class:

This is program support work in assisting eligibility workers and social workers with some of the more routine duties of the program to which assigned. While work is performed within established policies and procedures, the incumbent works with considerable independence and is required to exercise judgment in some situations. Work is performed under supervision.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Assists eligibility and social workers in determining eligibility by giving or securing client information;
- Works with applicants and/or clients to assist them in giving or securing information;
- Verifies routine data;
- Prepares and processes routine forms;
- Makes home visits to obtain information;
- Assists workers in conducting client groups for initial and ongoing eligibility;
- Makes recommendations on service needs;
- Assists in placement of children;
- Assists clients in locating and maintaining adequate housing;
- Obtains and verifies client data;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Some knowledge of resources such as hospitals, clinics, employment services, housing and shopping areas; ability to understand and apply policies and procedures; ability to establish and maintain effective working relationships with applicants, clients, co-workers and the public; ability to assist and guide applicants and clients; ability to fill out forms and other types of paperwork legibly and accurately.

Minimum Education and Experience:

Education: Graduation from high school and two (2) years of college with a concentration in human services;

Experience: Two (2) years social/human services work experience

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Possession of valid driver's license issued by the State of Virginia.

G.E.R.0026

Career Code:

Date of last Revision: 21-Feb-2013