

SOCIAL SERVICES AIDE

DEFINITION

Assists children in developing and maintaining effective relationships in school, encourages good social skills, and works with parent/child separation issues. Provides assistance to families regarding mental health and social service resources available in the community, as well as modeling effective parenting skills.

TYPICAL DUTIES

Under specific instruction from a Psychiatric Social Worker, leads children in individual or group activities designed to improve social interaction.
Contacts parents directly or through parent groups to encourage parent participation and to assist in arranging staff-parent activities, such as orientation programs and workshops, and participates in such activities, acting as a staff-community liaison.
Assists parents in establishing contacts and making appointments for services in the community, arranges transportation and accompanies parents when necessary, and makes contacts to determine whether additional assistance is needed.
Provides information to parents regarding available community services and agencies in areas of health, mental health, social services, day care, recreation, education, and employment.
Assists with clerical duties, including compilation of statistical services reports and preparation of year-end reports.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Social Services Aide assists families served by the school in identifying and utilizing social service resources in the community.

An Instructional Aide assists a certificated employee in instructional activities related to an area in which the aide has expertise derived from advanced education or specialized training or experience.

An Education Aide III assists a certificated employee with clerical, preparatory, follow-up, and routine class, school, and related educational activities.

SUPERVISION

General supervision is received from a Psychiatric Social Worker. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Needs, problems, and attitudes of children and families in low-income and multicultural communities
Community organizations, programs, services, and resources in the areas of health, mental health, social services, recreation, housing, education, and employment

Ability to:

- Communicate effectively and work cooperatively with parents, children, certificated staff members, and community and agency representatives
- Work effectively without immediate supervision
- Relate to a variety of behaviors in children and parents
- Keep information pertaining to children and families confidential
- Gather and compile information

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in child development, community development, and sociology.

Experience:

Three months of experience in assisting low-income and multicultural families in social service activities or in agencies or programs serving children.

Special:

- A valid California Driver License and the use of an automobile.
- Willingness to work irregular and evening hours as needed.
- Fluency in a non-English language may be required for some positions.
- Social Services Aide (SSA) positions may not be established unless a school purchases Psychiatric Social Worker time to provide the SSA supervision in accordance with District policy.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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12-21-05
CN

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01-10-13
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