

COMMUNITY SOCIAL SERVICES TECHNICIAN

GENERAL STATEMENT OF DUTIES

The primary duties of this specific position include scheduling and safely transporting clients to and from visits, appointments, school, day care, drug screens, and other appointments deemed appropriate by the case Social Worker. This person must be organized, dependable, and have excellent communication skills to coordinate and carry out the above tasks.

EXAMPLES OF DUTIES PERFORMED

This employee may work with clients who have mental illnesses, drug/alcohol abuse issues and/or child abuse and neglect issues among other problems. This employee may work with clients who live in substandard housing or who live in lower income neighborhoods. The employee may need to demonstrate physical tasks such as housekeeping, safely holding a baby, carrying young children, etc. This employee may be required to testify in court in cases where children have been removed from their home. This employee must communicate well and provide regular written progress reports of his/her work with clients to the DSS Social Worker of the case.

RECRUITMENT STANDARDS

Basic knowledge of the social, economic, and environments conditions of clients to be served; working knowledge of and ability to enlist the aid of available community resources; skill in basic reading, writing, and simple mathematics; ability to establish rapport and relate to population served and a variety of service disciplines (social workers, doctor, teachers) and community businesses; ability to prepare and maintain reports of activities; ability to exercise good judgment in appraising situations; ability to verbally communicate findings. A valid driver's license and excellent/safe driving record is needed.

MINIMUM EDUCATION/EXPERIENCE

Training and Experience: Demonstrate possession of knowledge, skills, and abilities gained through at least one year of experience in performing tasks similar to the ones assigned.