

Jurisdiction: Oneida County  
Jurisdictional Class: NC  
Revised: 9/24/96  
APPROVED BY NYS OTDA: 12/23/96

### **COMMUNITY SERVICES AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Oneida County Department of Social Services and employees in this class receive intensive on-the-job and off-the-job training and education. Positions in this class have been established primarily to provide an opportunity for indigent persons, including recipients and potential recipients of public assistance, to enter into meaningful employment, and through experience and training to advance to the optimum level of their capabilities. Employees perform a variety of miscellaneous tasks designed to relieve the professional and technical staff of routine, but important, duties which are time consuming but enrich the services to the client. The position involves the operation of a motor vehicle to transport clients. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Performs specific assignments as delegated in connection with servicing clients in areas of housing, school attendance, home visiting, recreation, transportation, escort, day care, marketing and home management;

Picks up, sorts and delivers mail;

Performs specific assignments as delegated, such as explaining entitlements and other phases of the department's services to applicants and members of the community;

Acts as interpreter to help clients and workers facilitate the eligibility determination process;

Assists applicants in completing necessary forms and cares for children while parent is in center;

Gathers routine data and performs other assignments as designated.

Transports clients by motor vehicle, as needed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Ability to create an effective bridge between the client group and social services staff; ability to understand and follow instructions; ability to read and write English; sensitivity to the reactions of others; tact; emotional maturity; good judgement.

**MINIMUM QUALIFICATIONS:** There are no minimum requirements of training and experience for this class.

**SPECIAL REQUIREMENT:** This is a non-competitive position. Appointments are to be made for a term not to exceed three (3) years. However, those who meet the training and experience requirements for positions in the competitive class will be eligible to compete in the examinations for such competitive class positions. Must possess a valid New York State driver's license.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner. **\*SEE ATTACHED NOTICE**

**NOTICE TO PROSPECTIVE "COMMUNITY SERVICES AIDE"**

Please be advised that there are special requirements that affect the position of COMMUNITY SERVICES AIDE, they are:

- (1) This is a Non-Competitive position. Appointments are to be made for a TERM, NOT TO EXCEED THREE (3) YEARS. However, those who meet the training and experience requirements for positions in the competitive class, will be eligible to compete in the examinations for such competitive class positions.
  
- (2) Must possess a valid New York State Driver's License.

The intent of a three-year appointment is to give you the opportunity to gain experience and skills that will enable you to qualify for, and pass, entry-level Civil Service examinations.

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I, \_\_\_\_\_, understand that the position of COMMUNITY SERVICES AIDE, to which I have been appointed, is for a three-year period only. I will apply for, and take, any and all examinations for which I meet the minimum qualifications. The three year period begins as of the date of appointment, which is \_\_\_\_\_, and ends \_\_\_\_\_.

\_\_\_\_\_  
Comm. Services Aide Appointee

\_\_\_\_\_  
Interviewer/Department Head

\_\_\_\_\_  
Date

(Give a signed copy to Appointee. Return original to Personnel w/426.)