



**CALHR**  
invites applications for the position of:

## **Social Service Aide - Spanish Bilingual**

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<b>SALARY:</b>	\$21.04 - \$25.78 Hourly
<b>DEPARTMENT:</b>	Mono County Department of Social Services
<b>OPENING DATE:</b>	10/29/21
<b>CLOSING DATE:</b>	Continuous

### **POSITION INFORMATION:**

Under general supervision, the Social Service Aide assists Social Workers by performing specifically designated tasks related to the improvement of family functioning and child and adult services; and performs related work as required.

Social Service Aide is a paraprofessional class. Incumbents assist Social Workers by relieving them of routine tasks such as performing assessments of clients in the In-Home Support Services program, instructing parents in the development of parenting and household management skills, and/or performing various tasks for the child and adult service programs.

The Social Service Aide differs from the Social Worker in that the former requires a lower level of skill and training than the level required of a professional Social Worker.

### **SUPERVISION EXERCISED AND RECEIVED**

Incumbents in the Social Service Aide classification receive supervision from a Social Worker Supervisor or other higher-level supervisor or manager.

### **EXAMPLES OF DUTIES:**

#### **Duties may include, but are not limited to, the following:**

- Maintains a routine caseload of elderly adults who are infirm or incapacitated and receiving household services.
- Conducts ongoing client needs assessments and verifies needs by contacting medical and health services providers.
- Presents client assessments to professional staff for approval.
- Completes narrative reports regarding a client's condition and services provided and/or recommended. Enters data regarding case and client information and contacts into automated system.
- Makes client 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, and teaches families about nutritional meal preparation, budgeting and household care.
- Monitors the medical and psychological care of abused children.
- Supervises visits between parents and children and reports observations to social worker.
- Provides emergency child care.
- Transports or accompanies clients to appointments for service or interviews.
- May testify in juvenile court hearings.
- Assists Social Workers in providing a variety of child and adult social services.
- Acts as liaison between clients and professional staff, individuals and groups in the community serviced.

- Directly assists families in using and learning about the resources of society, particularly medical, legal and employment services.
- Maintains records of work performed, and performs other related work as required.
- Performs related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **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 in-home care of physically ill, handicapped or disabled persons and adequate food preparation with limited kitchen equipment.

#### **Ability to:**

- Interview persons 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 disabled adults in parenting and household skills.
- Deal with physically and sexually abused children.
- Prepare basic written reports.
- Recognize and report specific indications of need for social services.
- Maintain confidential information in accordance with legal standards and/or County regulations.
- Establish and maintain effective working relations with co-workers, outside organizations, and the public.

### **MINIMUM QUALIFICATIONS:**

Sixty (60) semester units or ninety (90) quarter units of college, including fifteen (15) semester units or twenty-two and one-half (22.5) quarter units in social welfare, social/human service, sociology, or other social or behavioral science;

**OR**

Two (2) years of full-time experience providing social services in a public or private setting to disadvantaged adults or children;

**OR**

A combination of education and comparable experience equivalent to two years of full-time experience which includes a minimum of fifteen (15) semester units or twenty-two and one-half (22.5) quarter units in social or behavioral science. When combining education and experience; fifteen (15) semester units or twenty-two and one-half (22.5) quarter units equal six months of experience.

Examples of social or behavioral science courses include: anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.

### **SUPPLEMENTAL INFORMATION:**

- **This position requires the ability to speak, read and write Spanish in addition to English. Candidates who have not passed the exam previously must take and pass the Merit System Services Spanish proficiency examination prior to appointment.**
- A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- The ability to speak, read, and write Spanish in addition to English would be an asset in this position, but is not required.
- Applicants for positions within the Department of Social Services are subject to a criminal history background check.

- Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. A background check may be required if the position requires access to these types of records. Background requirements consist of three components which include, fingerprinting, citizenship verification and local law enforcement checks. Applicable agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous background investigation for each employee that has access to federal tax information.

**VETERAN'S PREFERENCE**

If you would like to request Veteran's preference points as part of the application packet, please submit a copy of your DD-214 form. Applicants must email a copy of the DD-214 form to [mssprogram@calhr.ca.gov](mailto:mssprogram@calhr.ca.gov) by the application deadline listed on the job bulletin.

**SPECIAL TESTING ARRANGEMENTS**

Special testing arrangements may be made to accommodate applicants for disability, military, or religious reasons. If you require such arrangements, please contact CalHR at [mssprogram@calhr.ca.gov](mailto:mssprogram@calhr.ca.gov) or 916-323-2785 upon notification that your application has been approved. Documentation from medical, military, school, or church officials outlining the accommodation request must be received by our office a minimum of five business days prior to a scheduled examination.

**ABOUT MONO COUNTY**

Mono County, with a population of approximately 14,000, is set on the eastern slopes of California's Sierra Nevada mountain range. The Town of Mammoth Lakes, with a population of approximately 7,093 is the most populated area of Mono County. The County Seat is located in picturesque Bridgeport located 360 miles north of Los Angeles and 182 miles southeast of Sacramento. Mono County is a rare environment of natural contrasts: soaring granite peaks and spacious desert vistas, quiet lakes, bubbling hot springs and cold mountain streams, winter snows and sunny summer skies. The County offers numerous recreational opportunities for the outdoor enthusiast.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/mss>

Position #MSS02263  
SOCIAL SERVICE AIDE - SPANISH BILINGUAL  
MW

CalHR, Attn: Merit System Services  
1515 S Street, North Building, Suite 500  
Sacramento, CA 95811  
916-323-2360

[mssprogram@calhr.ca.gov](mailto:mssprogram@calhr.ca.gov)

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