



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## SOCIAL SERVICE AIDE I

Job Number: 20001116  
Job Code: 62020V161016  
Job Group: 6200 - HUMAN SERVICES  
Job Established: 04/16/1999  
Job Revised: 10/16/2016

Grade: 08	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$10,204-\$13,517 - Hourly	<b>NONE</b>
	\$1,658.16-\$2,196.52 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$1,768.70-\$2,342.96 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides support services to workers, clients and client families. Provides home support services for abusive and/or neglectful families, for the economically disadvantaged, incapacitated, persons within a mental health or mental retardation facility or elderly persons; and performs other duties as required

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Must have twenty eight (28) semester hours of college.

#### **EXPERIENCE:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience working with the public will substitute for the required college on a year-for-year basis.

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assists clients in filling out necessary documents (i.e., food stamps, AFDC, Social Security, housing, SSI benefits, HEAP, medical history, birth certificates and all yearly school records.) Provides instructions to clients in areas of budgeting, nutrition, hygiene, parenting, housekeeping and child development. Assists clients in bookkeeping (i.e. check book writing and balancing and in determining allowances for foster children). Transports clients to various appointments. Documents home visits, transportation needs, medical appointments, collateral contacts and case conferences. Ensures written materials are accurate and complete (i.e. dates of home visits, etc.). May testify in court when involved in a specific case. Accompanies patients/clients for potential placement visits.

**UNIQUE PHYSICAL REQUIREMENTS:**

May require physical effort in climbing stairs.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Transports clients in automobile. Visits clients and/or families at their residence.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*