

Spec. Code: 4773(0099)
Occ. Area: 02
Work Area: 000
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 07/20/93

PROGRAM SERVICES AIDE

Function of Job

Under general supervision from a designated supervisor, to perform paraprofessional social service/counseling functions in a federal, state, or institutional/agency social and/or educational program.

Characteristic Duties and Responsibilities

1. assists in interviewing and assessing the needs of individuals to be served by the program
2. explains program requirements and guidelines to the general public
3. as required by the program, assists in conducting surveys and investigations
4. assists in the development of resource materials
5. serves as a resource person for participants in the program
6. assists in the preparation and maintenance of records
7. assists participants in utilizing referral services
8. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following types of preparation:
 - (a) credit for college course work in or closely related to the social or behavioral sciences
 - (b) work experience and/or training that provided a knowledge of human behavior by having demonstrated through public contact the ability to cope with a variety of people, (such as complaint clerk, salesperson, or receptionist)

that totals 1.0 unit according to the following conversion rates:

24 semester hours of "a" = 1.0 unit

24 months of "b" = 1.0 unit.

Amounts of education, experience, or training less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. general knowledge of human behavior
2. skill in interacting with people from varied social, economic, and cultural backgrounds
3. ability to organize, prepare, and maintain records, reports, files, and correspondence