

POSITION: Department of Social Services
DEPARTMENT: Community Social Services Assistant
Grade: 18
Starting Salary: \$26,066.04
Position Number: 5300130
Posted: January 12, 2024
Closing Date: February 22, 2024



GENERAL DEFINITION OF WORK

The primary purpose of the Community Social Services Assistant is to perform a variety of duties in daily operation of an adult day program for aged and disabled adults.

- Leads clients in various activities in accordance with daily schedule; may substitute activities based on observation of clients and their response and level of functioning each day
- Provides feedback to supervisor on clients' needs and recommends program/activities for futures; assists in determining needs daily through interaction and observation
- Prepares snacks and serves meals
- Interacts with family when they bring clients to and pick up from the center; provides an outlet and listens to concerns and problems they are encountering and assists in helping them deal with effects of aging; share continuing concerns and problems with supervisor
- Completes quarterly records on client's level of functioning, behavior changes, participation in activities and changes in person care assistance required
- Assists clients with personal needs; assistance may be provided with personal hygiene
- Provides assistance such as cutting up food, escorting to the bathroom and community living skills; assists with hand washing and cleans up accidents
- Administers medications provided by family member or caregiver that is in original containers according to times specified
- Attends required training courses and workshops

KNOWLEDGE, SKILLS AND ABILITIES

- Basic knowledge of the social, economic, and environmental conditions of clients to be served
- Working knowledge of basic household tasks and management functions and ability to teach to others
- 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, doctors, teachers) and community businesses
- Ability to prepare and maintain simple reports of activities
- Ability to exercise good judgment in appraising situations
- Ability to verbally communicate findings.

MINIMUM TRAINING EXPERIENCE

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

SPECIAL REQUIREMENTS

- Valid driver's license

HOW TO APPLY:

Applicants must register online or in person with NCWorks. A State application (PD-107) is required and may be obtained at and submitted to the
NC Works Career Center
23 Macon Avenue
Franklin, N.C.

Mail to:

5 West Main Street
Franklin, NC 28734

and must be submitted on or before the closing date. **Online applications are not available.** Please include 3 references with contact information and a valid email address for all correspondence from the employer to the applicant. Resumes will not be considered.

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER

All prospective employees are subject to a criminal background check