

Jade Benefield  
Executive Director



**Internal Job Posting**

<b>JOB TITLE</b> Social Service Aid (Hourly/Part Time)		<b>POSTING DATE</b> December 4, 2009	
<b>APPLICATION DEADLINE DATE</b> January 15, 2010		<b>UNIT AND LOCATION OF POSITION</b> Carroll, Coweta, Troup, and Meriwether Counties	
<b>PAYGRADE</b> YMW	<b>POSITION NO.</b> H1401	<b>TELEPHONE NUMBER(S)</b> No phone calls please	
<b>GENERAL NATURE OF WORK</b> This is hourly paid work assisting in social services/counseling duties. Positions in this job are established for less than 9 months or are scheduled for less than 30 hours per week and are not eligible for benefits if the position status is temporary (i.e., SCOA 513)  Arranges for needed medical care and provides needed services to assure that medical care is obtained Assists with the development of an individual service/treatment plan for each assigned consumer/student Cares for individuals and families during periods of incapacitation, family disruption or convalescence, providing companionship, personal care, and help in adjusting to new lifestyles Counsels and advises clients on behavioral problems, daily decision-making, and the resolution of minor problems Instructs and advises clients/residents on daily living skills in one-on-one or group instruction Observes and monitors client behavior Participates in case reviews, consulting with the team to evaluate the clients needs and plan for continuing services  Performs housekeeping duties, such as cleaning, washing clothes and dishes, and running errands  Plans, shops for, and prepares meals, including special diets, and assists families in planning, shopping for, and preparing nutritious meals Prepares and maintains records of client progress and services performed, reporting changes in client condition to manager or supervisor Provides transportation for clients/residents to appointments and activities			
<b>QUALIFICATIONS</b> One year experience providing social or direct care services to groups of special needs individuals in a human services setting and a valid driver's license OR Associate degree in a related field and a valid driver's license			
<b>OTHER INFORMATION</b>  <b>FLSA Code:</b> Non-Exempt  <b>Note:</b>			
<b>ALL RELEVANT INFORMATION IS SUBJECT TO VERIFICATION</b>			
Must state <b>Social Service Aide (Hourly/Part Time)</b> on cover sheet Fax resume to: 706-845-4367 Or email to: hr@pathwayscsb.org			
APPLICATIONS SHOULD BE FILLED OUT CAREFULLY AND COMPLETELY. DESCRIBE BACKGROUND IN FULL AND MAKE CERTAIN APPLICATION IS SIGNED. INCOMPLETE APPLICATIONS OR APPLICATIONS WITH INSUFFICIENT DETAIL MAY BE RETURNED AND CAN RESULT IN AN APPLICANT NOT BEING CONSIDERED FOR THE VACANCY.			
<b>THIS ANNOUNCEMENT IS OPEN TO ALL QUALIFIED APPLICANTS.</b>			
EMPLOYEES IN THE UNCLASSIFIED SERVICE DO NOT HAVE EMPLOYMENT RIGHTS UNDER THE STATE MERIT SYSTEM AND SERVE AT THE PLEASURE OF THE APPOINTING AUTHORITY. THEY MAY BE DISMISSED FROM EMPLOYMENT WITHOUT BENEFIT OF AN EVIDENTIARY HEARING OR OTHER FORMS OF DUE PROCESS. IF YOU ARE TRANSFERRING FROM AN AGENCY OTHER THAN A COMMUNITY SERVICE BOARD OR MENTAL HEALTH FACILITY, YOU WILL LOSE RETIREMENT BENEFITS THROUGH THE EMPLOYEES RETIREMENT SYSTEM AND WILL BECOME ELIGIBLE FOR THE 401K PLAN.			
<b>EQUAL OPPORTUNITY EMPLOYER</b>			