

## **PUBLIC HEALTH AND SOCIAL SERVICES AIDE**

### **NATURE OF WORK IN THIS CLASS**

This is routine public health and social services aide work involved in performing general assignments in a health and social services program or project.

### **ILLUSTRATIVE EXAMPLES OF WORK** (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Maintains and screens health and social services related materials and equipment.

Assists in operating or may operate health and social services equipment.

Issues survey questionnaires and forms for program or project studies.

Retrieves and delivers necessary program materials or equipment.

Indexes and files resources materials.

Collects and disseminates health and social services program or project information.

Performs related duties as required.

### **MINIMUM KNOWLEDGE, ABILITIES, and SKILLS**

Ability to maintain materials and equipment.

Ability to operate basic equipment upon training.

Ability to receive and deliver materials and equipment.

Ability to work effectively with the general public and employees.

Ability to communicate effectively, both orally and in writing.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

- A) Graduation from high school or attainment of a general equivalency diploma; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid Guam driver's license.

ESTABLISHED: July 1980  
AMENDED: February 1998

PAY GRADE: E

HAY EVALUATION:

KNOW HOW:	C11	87
PROBLEM SOLVING:	B2 (16%)	14
ACCOUNTABILITY:	B1A	<u>16</u>
TOTAL POINTS:		117

  
\_\_\_\_\_  
ELOY P. HARA  
Executive Director  
Civil Service Commission