



## University System of Maryland Job Class Specification

**TITLE: SOCIAL SERVICES ASSISTANT**  
**FLSA: NONEXEMPT**  
**EEO6: H40**  
**IPEDS-SOC: 21-1094**

**JOB CODE: N05SSU**  
**JOB TYPE: INST SPECIFIC UMAB**  
**JOB FAMILY/SERIES: SOC**

**APPROVED BY:**  
**Chancellor Donald N. Langenberg**

**EFFECTIVE DATE: 07/01/1996**

### **JOB SUMMARY**

Under direct supervision, performs para-professional support activities for social services programs which provide health education, nutrition, and/or medical services.

### **PRIMARY DUTIES**

1. Interviews clients to obtain socio-economic, health, and dietary information.
2. Performs and records height, weight, hematocrit, hemoglobin, and other measurements.
3. Screens the health and nutritional status of clients and identifies problems that places them at nutritional or health risk.
4. Verifies eligibility for program services and completes certifications.
5. Provides food or service vouchers to certified clients.
6. Provides basic health and nutrition information to clients through individual and group sessions.
7. Refers clients to other health, food assistance, and social service programs.
8. Maintains automated or manual records of client data.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

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**MINIMUM QUALIFICATIONS**

EDUCATION: Completion of 60 credit hours from an accredited college or university including a minimum of 15 credit hours in a health, human service, or behavioral science field.

EXPERIENCE: One year related experience.

OTHER:

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

General knowledge of basic health and nutrition concepts; of basic principles of behavioral science and psychology. Skill in performing basic mathematical computations. Skill in maintaining accurate client and other records. Ability to conduct client interview and obtain accurate information. Ability to communicate effectively orally and in writing. Ability to operate computers and other office equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**