County of Fulton

Job Title: County Social Services Aide
Department: Services for Children
Reports To: Director of Services for Children
Salary Level: A2
Prepared Date: 10/15/2026

You must also apply at: https://www.governmentjobs.com/careers/pabureau/jobs/5523015/county-social-services-aide-1-local-government-fulton-county-cy

Definition: This is routine public contact work in a County Children and Youth, Mental Health/Intellectual Disability or Human Service Agency.

An employee in this class assists and receives training from professional social services personnel in providing services to children, youth, and families and people with intellectual disabilities. Work involves scheduling, transporting and escorting clients to medical, dental and other appointments, to foster homes, court hearings and for recreation purposes; providing basic information; contacting clients who fail to keep appointments; assisting clients and/or families with the everyday activities of living, home maintenance and care, distribution and delivery of equipment, clothing and other belongings of clients and supervision of children during office visits and in crisis situations in the home. Work also involves the performance of routine clerical duties and the maintenance and care of waiting and visiting rooms. Work is performed under the close supervision of a professional supervisor and is reviewed by observation of performance and evaluation of results.

Examples of Work:

- Schedules, transports and escorts clients to medical, dental, and other appointments, to foster homes, court hearings or for recreation purposes.
- Provides basic information for clients and the community.
- Assists clients and/or families with routine daily activities of living, such as home care and management, meal planning, budgeting, child care and training.
- Advises technical and professional social service staff of clients' needs and progress in meeting established goals and objectives.
- Picks up and delivers equipment, clothing and other belongings of clients, or other materials as required.
- Supervises children during office visits and in crisis situations at home.
- Performs routine clerical duties, such as pick up, delivery and opening of mail; filing; answering the telephone; taking and relaying messages; typing; copying, folding, stuffing and stamping mail and simple posting.
- Maintains order of waiting and visiting rooms.
- Prepares reports.
- Performs related work as required.

Required Knowledge, Skills and Abilities:

- Ability to perform simple office procedures
- Ability to maintain and complete records
- Ability to read, write, and perform simple arithmetic
- Ability to follow simple oral and written instructions
- Ability to establish and maintain effective working relationships with associates and the public

Minimum Experience and Training:

- Graduation from High School; or any equivalent combination of training and experience